



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20160470	<b>Staff Name:</b>	Jacqline Njeri Njuguna
<b>ID Number:</b>	27163201	<b>Employee E-mail:</b>	jacqline.njuguna@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2022-2023
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC6
<b>Dept/Directorate</b>	LA&R	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Brian Adungo Ikol	<b>Immediate Supervisor Designation:</b>	Director , Legal Affairs Enforcement
<b>Second Supervisor:</b>	Brian Adungo Ikol	<b>Supervisor Designation:</b>	Director , Legal Affairs Enforcement

DEPARTMENTAL OBJECTIVES
Preparation of legal opinions, studies, reports, policy, legal documents and correspondences as required from time to time by the Commission or its various Committees
Provide legal advice on questions of law arising in land administration and use
Advice on legal regulatory and compliance risk
Monitor emerging trends and guide on legislative and regulatory changes that impact on the Commission's functions and powers
Develop a mechanism for litigation and related risk management, case management, alternative dispute resolution and mediation
Develop a mechanism to encourage the application for traditional and alternative dispute resolution in land dispute handling and management
Develop a mechanism for investigation into complaint of present or historical land injustices and development of related investigative findings
Develop a mechanism for review of grants or dispositions of public land and advise on their propriety and legality
Develop a mechanism to gather evidence, hold inquiries and any other mechanisms necessary for the Commission's exercise of its powers and execution of its functions
Coordinate with external counsels, relevant Governmental Institutions and stakeholders to identify and establish effective, efficient and timely coordinated process for the legal enforcement of the Commission's Mandate.
Undertake Conveyances for the Commission.
Advising on the Constitutionalism and ethical values in the reform process

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Undertake legal research/investigation and prepare legal opinions, briefs and reports to advise the Commission.	Number of opinions, briefs and reports.	10 reports prepared	Target achieved	90	90
Attend court cases on assigned files to defend the interests of the Commission	Number of Court cases attended	400 court cases attended	Targets achieved	95	95



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Prepare draft pleadings and related documents	Number of pleadings drafted	200 pleadings drafted	Targets achieved as agreed	100	100
Review of proposed bills, policies guidelines and procedures	Number of bills, policies guidelines and procedures reviewed	3 bills reviewed	Targets achieved as achieved	85	85
Review of contracts, tender documents and attestation of legal instruments as assigned	Number of contracts and tender documents reviewed	1 contract and 1 tender document reviewed	Targets achieved as agreed	90	90
<b>Total Appraisee Score on Performance Targets</b>				<b>460.00</b>	<b>460.00</b>
<b>Mean Appraisal Scores</b>				<b>92%</b>	<b>92%</b>

### APPRAISEE'S COMMENTS ON TARGET SETTING

### IMMEDIATE SUPERVISOR'S ON TARGET SETTING

Targets set are smart

### APPRAISEE'S COMMENTS ON PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE

### IMMEDIATE SUPERVISOR'S COMMENTS ON APPRAISEE'S PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE

I achieved my targets to the best of my abilities.

### MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Undertake legal research/investigation and prepare legal opinions, briefs and reports to advise the Commission.	Number of opinions, briefs and reports.	Target not changed	Target not changed
Attend court cases on assigned files to defend the interests of the Commission	Number of Court cases attended	Target not changed	Target not changed
Prepare draft pleadings and related documents	Number of pleadings drafted	Target not changed	Target not changed
Review of proposed bills, policies guidelines and procedures	Number of bills, policies guidelines and procedures reviewed	Target not changed	Target not changed
Review of contracts, tender documents and attestation of legal instruments as assigned	Number of contracts and tender documents reviewed	Target not changed	Target not changed



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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Targets set did not change.	Proceed to implement the targets.

### VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I perform my duties professionally	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Senior leadership development program	6 weeks	Managerial course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I would like to attend the above course	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Very good performance	Officers needs training for ADR