



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150445	Staff Name:	Nancy Awere Christine
ID Number:	24013609	Employee E-mail:	nancy.awere@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC8
Dept/Directorate	CC&A	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Stephen Chebii Kipchumba	Immediate Supervisor Designation:	Principal Advocacy Officer
Second Supervisor:	Walter Hesbon Ooko Menya	Supervisor Designation:	Head Corporate Communication and Advocacy

DEPARTMENTAL OBJECTIVES

To strengthen communication with all stakeholders

To improve Commission's visibility and hence the image

To enhance resource mobilisation for Commission projects and activities

To conduct targeted public education and campaigns on relevant Commission programmes and activities

To manage the Commission's positive media presence

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Filing of all the departmental reports, work plans and procurement plan and quarterly reports	All reports and plans well filed and easily retrievable	Adopted and implemented the new NLC filing system	Adopted and implemented the new NLC filing system	97	95
Minute Writing during the departmental meetings	Number of departmental minutes filed and taken	All departmental meetings documented, signed and filed	CCAD departmental meetings documented, minutes signed and filed.	100	100



INDIVIDUAL APPRAISAL REPORT

Ensuring availability of registration form during stakeholders engagement ,conferences and meetings	Filed registration forms containing details of stakeholders and contacts	An upto date database of all stakeholders who attended NLC meetings and conferences	An up to date database of all stakeholders who attended NLC meetings and conferences in place	100	100
Ensuring proper storage of all the departmental equipment and hansard recordings and reports in the store	Properly stored materials available kept under lock and key	1.An inventory of all departmental equipments and hansard reports. 2. The equipments are safely kept under lock and keys	1.An inventory of all departmental equipments and hansard reports. 2. The equipments are safely kept under lock and keys	95	97
Distributing of IEC materials during public campaigns/education	Number of IEC materials distributed during the awareness campaigns	10,000 materials distributed durings launches, conferences and workshops	10,000 materials distributed durings launches, conferences and workshops	95	96
Handling Commission"s official mail info@landcommission.go.ke	Number of correspondences printed out and dispatched t the relevant offices for action, Positive feedback from the public in relation the speed at which queries are being responded to	Positive feedback and engagement from the recipients and sender	Positive feedback and engagement from the recipients and sender	95	95
Total Appraisee Score on Performance Targets				582.00	583.00
Mean Appraisal Scores				97%	97.17%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Their is need for more training	The Target set are within the workplan and 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
Targets are achievable with availability of equipment's such scanners, photocopier, box files and counter books	The appraisee achieved most of the targets but with necessary training and enough resources more can be achieved.



INDIVIDUAL APPRAISAL REPORT

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Filing of all the departmental reports, work plans and procurement plan and quarterly reports	All reports and plans well filed and easily retrievable	target not changed	performance ongoing filing is done on need basis
Minute Writing during the departmental meetings	Number of departmental minutes filed and taken	target not changed	100% done minutes taken during meeting
Ensuring availability of registration form during stakeholders engagement ,conferences and meetings	Filed registration forms containing details of stakeholders and contacts	target not changed	95% done
Ensuring proper storage of all the departmental equipment and hansard recordings and reports in the store	Properly stored materials available kept under lock and key	target not changed	an inventory done on all the materials in the store both in good working condition and not
Distributing of IEC materials during public campaigns/education	Number of IEC materials distributed during the awareness campaigns	Target not changed	Performance ongoing ,a number of IEC materials during campaign distributed during conferences, exhibitions and advocacy campaigns
Handling Commission"s official mail info@landcommission.go.ke	Number of correspondences printed out and dispatched t the relevant offices for action, Positive feedback from the public in relation the speed at which queries are being responded to	target not changed	Performance ongoing

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
most of the targets were met and resources for some of the targets to be fully achieved	Targets are achievable

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I deliver my assignments on time efficiently and work with alot of professionalism	The appraisees executes all assigned duties with professionally.

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Reportin writting course	2 weeks	Report writting



INDIVIDUAL APPRAISAL REPORT

Office management	2 weeks	Office management
Communication skills course	3 weeks	customer care skills
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Due to lack of fund have not been able to attend the mentioned course		Training the appraisee is important for effective service delivery
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments		Second Supervisor Recommendations
Appraisee exceeds expectations		Consider appraisee for training