



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150445	Staff Name:	Nancy Christine Awere
ID Number:	24013609	Employee E-mail:	nancy.awere@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2020-2021
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:	Elijah Leiro Letangule	Supervisor Designation:	Deputy Director Comm. & Advocacy

DEPARTMENTAL OBJECTIVES
To enhance corporate image of the Commission
To promote good corporate governance
Improve Visibility
To conduct public education and Advocacy
Coordination of partnerships and linkages
Manage both internal and external communication

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
General clerical work e.g. photocopying, drafting memos and official letter	Number of memos done and dispatched	Dispatched all directorates letters as directed(emails and physical letters)	Departments letters dispatched on time	0	0
Opening and closing of files	Number of files created in the department	a filing system in place in the department	Departments documents filed systematically	0	0
Branding of Commission events and activities	Number of branded activities	directorates events branded and covered	directorates events branded and covered	0	0
Coverage of Commission related activities e.g. taking photos	Number of events covered and photos kept in the archives	A database of photos in place	A database of commission's photos in place	0	0



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Coordination of distribution of IEC materials	Number of IEC materials distributed	Over 10,000 CEPA materials distributed	10,000 CEPA materials distributed	0	0
Stock replenishment	Number of stock in the Department	Office consumables readily available	Office consumables readily available	0	0
Ensure availability of registration forms during meeting	Number of registration forms signed and filed	a database of stakeholders (attendance list in place)	a database of stakeholders (attendance list in place)	0	0
Taking minutes	Number of minutes filed	Departments meetings recorded	Departments meetings recorded	0	0
Disseminating reports in the counties and internally	Number of reports dispatched	Reports shared	Reports shared	0	0
Total Appraisee Score on Performance Targets				0.00	0.00
Mean Appraisal Scores				0%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets set are realistic and achievable with support from the commission	The targets set are achievable

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
	During the period under review, the appraisee ensured smooth operation of the office and worked with due dilligent.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
General clerical work e.g. photocopying, drafting memos and official letter	Number of memos done and dispatched	Target not changed	Performance ongoing
Opening and closing of files	Number of files created in the department	Target not changed	Performance ongoing
Branding of Commission events and activities	Number of branded activities	Target not changed	Performance ongoing
Coverage of Commission related activities e.g. taking photos	Number of events covered and photos kept in the archives	Target not changed	Performance ongoing



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Coordination of distribution of IEC materials	Number of IEC materials distributed	Target not changed	Performance ongoing
Stock replenishment	Number of stock in the Department	Target not changed	Performance ongoing
Ensure availability of registration forms during meeting	Number of registration forms signed and filed	Target not changed	Performance ongoing
Taking minutes	Number of minutes filed	Target not changed	Performance ongoing
Disseminating reports in the counties and internally	Number of reports dispatched	Target not changed	Performance ongoing

MID YEAR APPRAISEES'S COMMENTS

I always strive to execute my duties on time and efficiently

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

the appraise performs her duties with minimum supervision

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

I strive to accomplish all duties assigned to me on time and efficiently.

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

The appraisee works under minimum supervision and is very professional in executing tasks

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Photography and video editing course	4 weeks	Technical Course
Communication Skills Course	3 weeks	Customer Care Skills
Customer Care Skills	2 weeks	Managerial

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

Training absolutely necessary for improvement of skills to enhance efficiency and effectiveness towards delivery of tasks

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

The commission should consider training the appraisee on the requested areas to improve her productivity and boost her morale.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations
the appraise displayed exemplary performance during the period under review	Further training will boost the employees morale