



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150168	<b>Staff Name:</b>	Jacinta Katee Ruth
<b>ID Number:</b>	24708287	<b>Employee E-mail:</b>	jacinta.katee@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2020-2021
<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>	CC&A	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Stephen Chebii Kipchumba	<b>Immediate Supervisor Designation:</b>	Principal Advocacy Officer
<b>Second Supervisor:</b>	Elijah Leiro Letangule	<b>Supervisor Designation:</b>	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	Appraiser's Rating	Agreed Rating
Implementation of Advocacy plans/programmes for the Commission's initiatives and projects	Number of advocacy programmes implemented	20 programmes done	20 advocacy programmes implemented	120	80
Production and distribution of Communication, education, publicity and awareness materials	No. of CEPA materials produced and distributed	CEPA materials developed and distributed within the country	10,000 CEPA Materials developed and distributed through out the country	100	75
Planning and participation in advocacy forums and training	Number of advocacy forums planned and participated in	planned and participated in 22 programmes (Physical and virtual meetings)	Advocacy programmes implemented	100	90



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Developing and conducting Civic Education Campaign	Number of Civic Education Campaigns developed or conducted	Conducted 2 social media campaigns	Social media campaigns conducted	98	75
Undertaking background research on emerging communication issues	Number of reports done	Conducted 3 researches on emerging issues and trends on lands and related issues	Researches papers on emerging issues and trends on lands and related	96	90
Maintaining of a database of all Commission's stakeholders	Proper database of stakeholders in place	Database in place	Updated database on stakeholders in place	100	80
prepare annual and quarterly reports	no of reports developped	4 reports in place	Quarterly reports for all quarters	160	90
Report Writing on advocacy activities carried out	Number of reports on advocacy activities done	5 reports done		130	75
Development of Commission's service charter	A service charter in place	A draft service charter in place	A draft service in place	70	90
Implementation of Advocacy plans/programmes for the Commission's initiatives and projects	Number of advocacy programmes implemented	10 programmes implemented	Advocacy programmes implemented	140	85
<b>Total Appraisee Score on Performance Targets</b>				<b>1114.00</b>	<b>830.00</b>
<b>Mean Appraisal Scores</b>				<b>111.4%</b>	<b>83%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets set are achievable with full support in terms of resources and team work	The targets are achievable and realistic with necessary support.
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

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Implementation of Advocacy plans/programmes for the Commission's initiatives and projects	Number of advocacy programmes implemented	Not Changed	Performance ongoing



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Production and distribution of Communication, education, publicity and awareness materials	No. of CEPA materials produced and distributed	Target not changed	Performance ongoing
Planning and participation in advocacy forums and training	Number of advocacy forums planned and participated in	Target not changed	Performance ongoing
Developing and conducting Civic Education Campaign	Number of Civic Education Campaigns developed or conducted	Target not changed	Performance ongoing
Undertaking background research on emerging communication issues	Number of reports done	Target not changed	Performance ongoing
Maintaining of a database of all Commission's stakeholders	Proper database of stakeholders in place	target not changed	Performance ongoing
prepare annual and quarterly reports	no of reports developped	Target not changed	Performance ongoing
Report Writing on advocacy activities carried out	Number of reports on advocacy activities done	Target not changed	Performance ongoing
Development of Commission's service charter	A service charter in place	Target not changed	Performance ongoing
Implementation of Advocacy plans/programmes for the Commission's initiatives and projects	Number of advocacy programmes implemented	Target not changed	Performance ongoing

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
	Targets not changed

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

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I always strive to undertake all assigned duties effectively and efficient.	The staff works with minimum supervision and is very efficient

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
lobbying and advocacy	2 weeks	Technical
Fund raising skills	2 weeks	Technical



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Social media	2 weeks	Technical
<b>APPRAISEE'S COMMENTS ON TRAINING &amp; DEVELOPMENT NEEDS</b>	<b>IMMEDIATE SUPERVISOR COMMENTS ON TRAINING &amp; DEVELOPMENT NEEDS</b>	
These short courses will help to improve my capacity to execute my duties well	Training the appraisee will greatly motivate her as well as improve productivity	
<b>SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS</b>		
<b>Second Supervisor Comments</b>	<b>Second Supervisor Recommendations</b>	
The staff has capacity to perform better with availability of funds and necessary training	With additional training the officer's performance will be enhanced	