



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20220677	Staff Name:	Elizabeth Wacharo Ngele
ID Number:	27171629	Employee E-mail:	elizabeth.ngele@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC8
Dept/Directorate	CC&A	Appraisal Status	Immediate Supervisor Reviewed
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 promote good corporate governance

To enhance corporate image of the commission

Improve visibility

To conduct public education and advocacy

Coordination of partnerships and linkages

Manage both internal and external communication

Management of customer care

To capture and archive all commission activities and events

To provide Hansard services to the commission

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To provide Hansard service to the commission during public hearings, virtual status conferences and committee meetings	Number of public hearings, virtual conferences and committee meetings covered	Recorded and transcribed 25 public hearings of HLI claims	Recorded and transcribed all Commissions hearings and committee meetings of HLI claims	150	100



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To develop and implement a Hansard House Style	A Hansard house style implemented and in use	Hansard House style approved, implemented and in use	A Hansard House style developed and in use.	160	100
Proper archieval of Hansard reports	Number of Hansard reports retrieved and disseminated	Retrieval and dissemination of 25 Hansard reports to commissioners and user departments	Retrieved and disseminated of 25 Hansard reports to commissioners and user department	100	95
Maintain an accurate database of Hansard reports	Number of Hansard reports saved and stored in the cloud servers	Availability of Hansard reports in the cloud servers	All Hansard reports stored in the cloud server	100	100
Conduct timely and accurate transcription	Number of Hansard reports produced	All the 25 Hansard reports have been completed and disseminated to commissioner and user departments	25 Hansard reports ready for retrieval and dissemination.	150	100
Total Appraisee Score on Performance Targets				660.00	495.00
Mean Appraisal Scores				132%	99%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Target partially achieved due to lack of Hansard production equipment	The targets set are realistic and achievable if the appraisee is provided with adequate resources (hansard equipments)
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
My performance was good however lack of proper Hansard equipment's has somehow hindered exemplary performance	The staff performed satisfactorily and will be recommended for additional skill training to better enhance productivity...



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MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To provide Hansard service to the commission during public hearings, virtual status conferences and committee meetings	Number of public hearings, virtual conferences and committee meetings covered	Target not changed	Performance ongoing
To develop and implement a Hansard House Style	A Hansard house style implemented and in use	Target not changed	Target achieved successfully
Proper archieval of Hansard reports	Number of Hansard reports retrieved and disseminated	Target not changed	Target achieved
Maintain an accurate database of Hansard reports	Number of Hansard reports saved and stored in the cloud servers	Target not changed	A database of all Hansard reports in place
Conduct timely and accurate transcription	Number of Hansard reports produced	Target not changed	Performance ongoing

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Most targets were successfully achieved, while some are yet to be achieved fully due to lack of Hansard equipment	Performance is ongoing well and most targets will be achieved fully by the end of financial year.

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES		IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I am open to learning new skills and finding new ways of doing things this has enabled me achieve results faster		The staff employed innovation in executing tasks assigned to her.

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Hansard editing skills	2 weeks	Hansard reporting and editing course
Report writing	2 weeks	Report writing course
Audio technician skills	4 weeks	Audio technician course
Communication skills	2 weeks	Communication skills course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Due to the changing trends in Hansard recording and reporting, I will appreciate more trainings because this will help me to be more productive in Hansard service delivery	Additional training will enhance capacity and productivity



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SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations