



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20220677	<b>Staff Name:</b>	Elizabeth Wacharo Ngele
<b>ID Number:</b>	27171629	<b>Employee E-mail:</b>	elizabeth.ngele@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2023-2024
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC8
<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>	Walter Hesbon Ooko Menya	<b>Supervisor Designation:</b>	Head Corporate Communication and Advocacy

## DEPARTMENTAL OBJECTIVES

To strengthen communication with all stakeholders

To enhance resource mobilization 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

To improve Commission's visibility and hence the image

## AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To record proceedings of Commissions public hearings and activities	The number of Hansard recordings produced	Recorded 39 virtual and physical public hearings of the commission.	Recorded 39 virtual and physical public hearings of the Commission and submitted.	100	95
To transcribe Hansard recordings of the Commissions public hearings	The number of Hansard reports transcribed	Transcribed 29 Hansard recorded Audios of virtual and physical public hearings carried out by the Commission.	Transcribed 29 Hansard recorded Audios of virtual and physical public hearings	90	94



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To conduct draft preliminary editing of Hansard reports	Number of Hansard reports edited	Edited 29 virtual and physical transcribed Hansard reports of public hearings conducted by the Commission.	Edited 29 virtual and physical transcribed Hansard reports of public hearings conducted by the Commission	110	98
To archive Hansard recordings and reports in the cloud servers	Number of Hansard recordings and reports archived	Archived 39 audio recordings and 29 Hansard reports.	Archived 39 audio recordings and 29 Hansard reports	100	100
To retrieve Hansard recordings and reports for reference purpose	Number of Hansard recordings and reports retrieved	39 recorded audios and 29 Hansard reports stored in the cloud servers	39 recorded audios and 29 Hansard reports stored in the cloud servers	120	95
<b>Total Appraiser Score on Performance Targets</b>				<b>520.00</b>	<b>482.00</b>
<b>Mean Appraisal Scores</b>				<b>104%</b>	<b>96.4%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets I have set are attainable however, proper Hansard equipment's and trainings will enhance achievable results.	The target performance were well achieved

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
The targets can be achieved by providing Hansard Equipment such as Laptops, handheld recorders, and noise-canceling headphones.	The appraiser is able to achieve even more when provided with the hansard equipment

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To record proceedings of Commissions public hearings and activities	The number of Hansard recordings produced	Target not changed	Performance ongoing- Recorded 13 virtual status conferences and 10 physical investigative hearings.
To transcribe Hansard recordings of the Commissions public hearings	The number of Hansard reports transcribed	Target not changed	Performance ongoing- Transcribed 23 audio recorded virtual and physical hearings to Hansard reports.
To conduct draft preliminary editing of Hansard reports	Number of Hansard reports edited	Target not changed	Performance ongoing- Edited 23 Hansard draft reports



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To archive Hansard recordings and reports in the cloud servers	Number of Hansard recordings and reports archived	Target not changed	Performance ongoing- A database of all Hansard reports in place
To retrieve Hansard recordings and reports for reference purpose	Number of Hansard recordings and reports retrieved	Target not changed	Performance ongoing- A database of all Hansard reports retrieved in place

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Most targets did not change and the performance is generally good.	The targets are constant

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I discharge my duties with minimal supervision.	Thea appraise works with professionalism

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Hansard editing skills	2 weeks	supervisory course
Audio technician skills	2 weeks	Management course
Report Writing skills	2 weeks	Professional development course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
With the introduction of Artificial intelligence, trainings are important to keep up with the emerging Trends in Hansard production	The appraisee should be granted the requested training needs for effective delivery

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Appraisee ensures Commission hearings are recorded and transcribed into Hansard reports on time	Consider appraisee for training and also provide equipment to support her work