



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS					
Staff Number:	NLC20220676	Staff Name:	Quinter Atieno Akumu		
ID Number:	27045616	Employee E-mail:	atieno.akumu@landcommission.go.ke		
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024		
Terms of Service:	Permanent and Pensionable	Gender:	Female		
Work Station	01-Mombasa County	Job Grade:	NLC7		
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR		
Immediate Supervisor:	Edward Maoncha Bosire	Immediate Supervisor Designation:	COUNTY COORDINATOR		
Second Supervisor:	Edward Bosire Maoncha	Supervisor Designation:	COUNTY COORDINATOR		

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To coordinate management of Commission's social media platforms	Daily updating of all Commission social media platforms	Increased following across social media platforms: FB-15,779, Twitter-11,296, LinkedIn-2,591	15799 out of 15000 achieved	200	105.3
To draft press release materials for review and onward transmittal by the Senior Communication office	Commission Secretariat speeches	Drafted three speeches for management, drafted six press releases	Three speeches drafted	150	150
To draft and revise project proposals, presentations and enterprise ideas for Commission's communication	Donor and partners proposals	Actively contributed to the development of the Communication Policy and Brand Manual. Co-developed	Actively contributed to the development of communication brand policy	100	100
To draft position papers, policy briefings and CEPA materials	Active virtual and physical attendance during Commission launches and engagement events	Two draft position papers, five CEPA materials	7 out of 4 achieved	175	175



INDIVIDUAL APPRAISAL REPORT

Content creation	Daily published posts Draft Commission magazine	84 posts	84 posts out of 50 achieved	168	168
Virtual attendance and documentation of Commission events and launches	Story submission, event documented	Community Land Summit, Launch of the Recommended National Land Policy, Stakeholders engagement on national land policy recommendation ,3rd Regional research conference	4 out of 2 achieved	200	200
Proposing ideas and coordinating creation of functional e-cards	Merry Xmas, Conferment of awards, Jamhuri Day	3rd Research conference e-card, survey monkey, labour day, Gender inclusion zoom link e-card, international women's day, ramadhan kareem,	9 out of 5 achieved	180	180



INDIVIDUAL APPRAISAL REPORT

Organize and attend stakeholder forums, workshops and sensitization meetings	-Publicity and Visibility -Public education and awareness	Attended the ISK pre conference meeting, Stakeholders virtual engagement on national land policy, Launch of the recommended National Policy, Public Education held at Mbuyu wa Chapa, Series of site visits courtesy of the Mombasa county Formalization Com	5 out of 3 achieved	166	166
Total Appraisee Score on Performance Targets				1339.00	1244.30
Mean Appraisal Scores				167.38%	155.54%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
I have exceeded my performance goal by 100 per cent. I ensure high quality of work consistently and I operate on an organized to do list to ensure I complete assignments within the set deadline.	Targets well set
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
As this financial year concludes, I reflect on my performance with a sense of accomplishment and determination for further growth. Throughout the year, I have strived to uphold the highest standards of communication excellence ensuring NLC's messages	Exemplary performance

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To coordinate management of Commission's social media platforms	Daily updating of all Commission social media platforms	Target not changed	100 per cent achieved, variable



INDIVIDUAL APPRAISAL REPORT

To draft press release materials for review and onward transmittal by the Senior Communication office	Commission Secretariat speeches	Target not changed	100 per cent achieved, variable
To draft and revise project proposals, presentations and enterprise ideas for Commission's communication	Donor and partners proposals	Target not changed	100 per cent achieved, variable
To draft position papers, policy briefings and CEPA materials	Active virtual and physical attendance during Commission launches and engagement events	Target not changed	100 per cent achieved, variable
Content creation	Daily published posts Draft Commission magazine	Target not changed, variable	100 per cent achieved, variable
Virtual attendance and documentation of Commission events and launches	Story submission, event documented	Target not changed	100 per cent achieved, variable
Proposing ideas and coordinating creation of functional e-cards	Merry Xmas, Conferment of awards, Jamhuri Day	Target not changed	100 per cent achieved, variable
Organize and attend stakeholder forums, workshops and sensitization meetings	-Publicity and Visibility -Public education and awareness	Target not changed	100 per cent achieved, variable

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The targets have not warranted need for change, set targets achieved and the nature of assignments remain continuous.	No target variance noted.

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

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Actively contributed to the development of the Communication Policy and Brand Manual. Co- developed	The officer exhibits exemplary levels of professionalism and merit.

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Digital Public Relations & Social Media management	2 weeks	Advanced Communication



INDIVIDUAL APPRAISAL REPORT

Artificial Intelligence in PR	21 days	Management course
Crisis management & emergency preparedness	14 days	Advanced Communication course
Government branding	7 days	Management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

These courses will boost my general communication knowledge, in turn giving a facelift to the Commission's communication needs.

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

Training needs recommended.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments

The officer's performance is exemplary.

Second Supervisor Recommendations

The officer exceeds expectations in her job description. I recommend her for for higher cadre duties.