



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20220674	Staff Name:	Justin Getobai Maroa
ID Number:	30950769	Employee E-mail:	justin.maroa@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC8
Dept/Directorate	CC&A	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Sylvia Kore Kanao	Immediate Supervisor Designation:	Principal Corporate Communication Officer
Second Supervisor:	Walter Hesbon Ooko Menya	Supervisor Designation:	Head Corporate Communication and Advocacy

DEPARTMENTAL OBJECTIVES

To enhance corporate Image of the Commission

To promote good corporate governance

Improve Visibility

To conduct public education and advocacy

Cordination 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
taking and processing of photographs and videos	Number of activities and events covered	target achieved	Photography was provided for the commission	100	80
Edit captured videos and photos to tell concise, visually pleasing stories.	no of stories published and archived	target achieved	Editing pictures and videos for the commissions social media handles and websites	100	100



INDIVIDUAL APPRAISAL REPORT

Keep all video, photography and audio equipment in good working order and replacing pieces as necessary	an inventory of all video, audio and photography equipment	target achieved	Taking care of all the photography and video equipment	100	90
Archiving photography and videography content	No photos and videos archived	target achieved	Storing the photography files correctly	100	100
Script writing and graphic design	no of scripts produced	target achieved	Developing the graphic designs for e cards and online content	100	100
Documentary production	no of documentaries produced	target achieved	Production of the commissions documentary	100	100
Total Appraisee Score on Performance Targets				600.00	570.00
Mean Appraisal Scores				100%	95%

APPRAISEE'S COMMENTS ON TARGET SETTING

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

The targets set are achievable if provided with best equipment and support

Some targets were partially 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

All the targets achieved on all the targets set

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
taking and processing of photographs and videos	Number of activities and events covered	Added	Target achieved 100%
Edit captured videos and photos to tell concise, visually pleasing stories.	no of stories published and archived	Added	Ongoing Activity
Keep all video, photography and audio equipment in good working order and replacing pieces as necessary	an inventory of all video, audio and photography equipment	Added	Target achieved 100%
Archiving photography and videography content	No photos and videos archived	Added	target achieved 100%



INDIVIDUAL APPRAISAL REPORT

Script writing and graphic design	no of scripts produced	Added	Target achieved 100%
Documentary production	no of documentaries produced	Target Changed	No documentary has been produced so far by the commission

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Mid year target has been achieved	employee fulfilled all the targets

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	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
	The employee has a great innovative mind

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Video and Photography	1 month	Technical Course
Video and Photography	1 month	Technical Course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training will help in learning new and technical skills to better improve the performance	The training will help the employee in improving performance and innovation

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Aim for excellence	Should be considered for requested training