



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150168	Staff Name:	Jacinta Katee Ruth
ID Number:	24708287	Employee E-mail:	jacinta.katee@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2024-2025
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC6
Dept/Directorate	CC&A	Appraisal Status	Immediate Supervisor
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 strengthen communication with all stakeholders and build new partnerships

To improve Commission's visibility hence the image

To enhance public awareness targeted media appearances and conduct public education campaigns on relevant Commission programmes and activities

To manage the Commission's positive media presence

To effectively Communicate internally with staff of the Commission.

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To Prepare and submit to the HOD draft departmental quarterly performance reports by the 5th of the month of the preceding quarters	Reports			0	0
To develop draft CCAD workplan and procurement plan for the FY 2025-2026 by June 30 2025	2025//26 Workplan and procurement plan in place			0	0
Prepare 4 draft funding Proposals for resource Mobilization	No of funding proposal developed/no of donors brought onboard			0	0
To conduct targeted Public and education awareness campaigns by June 2024	No land clinics, exhibitions and public barazas held			0	0
Production and Dissemination of civic education Information Education Communication materials using various platforms including print, electronic and social media	No of CEPA materials produced and distributed.			0	0



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To conduct/participate forums with relevant Government agencies/County Government	Reports ,advisories			0	0
Resource Mobilization	No of donors/resources mobilized			0	0
Total Appraisee Score on Performance Targets				0.00	0.00
Mean Appraisal Scores				0%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The target set are realistic and within the workplan	

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

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
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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 dedicated, responsible and committed to my job	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Senior Management Course	8 weeks	Management
Fundraising and resource mobilization course	4 weeks	Technical
Policy Influencing and Advocacy	2 weeks	Technical

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training requested is necessary as it will greatly improve my productivity	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS
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Second Supervisor Comments	Second Supervisor Recommendations