



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20220670	Staff Name:	Valentine Jepkoros Chebet
ID Number:	31447780	Employee E-mail:	valentine.chebet@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	Approved/Closed/HR
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 enhance corporate image of the Commission

To promote good corporate governance

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 services to the Commission during public hearings, virtual status conferences and committee meetings	Number of public hearings, virtual conferences and meetings covered	Recorded and Transcribed 25 public hearings of HLI Claims	Recorded and Transcribed 25 public hearings of Historical Land Injustices Claims	150	160



INDIVIDUAL APPRAISAL REPORT

To develop and implement a Hansard House Style	A Hansard house style implemented and in use	Hansard House style approved, implemented and in use	Hansard House Style policy document developed and in use	160	140
Proper archival of Hansard Reports	Number of Hansard reports retrieved and disseminated	Retrieval and DIsemination of 25 Hansard Reports to Commissioners and user departments	25 Hansard Reports retrieved and disseminated to Commissioners and user departments	100	120
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	a database of all Hansard reports available in Commission's Cloud servers	100	120
Conduct timely and accurate transcription	Number of Hansard reports produced	All the 25 Hansard reports have been completeled and disemminated to Commissioners and user departments.	Timely recording transcribing and dissemination to user department all Hansard reports	150	170
Total Appraisee Score on Performance Targets				660.00	710.00
Mean Appraisal Scores				132%	142%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
I partially achieved my targets due to lack of Hansard production equipment.	The targets set are realistic and achievable if the appraisee is provided with adequate support and resources
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
I managed to meet my targets but once provided with necessary Hansard equipment, I will be able to surpass my target	The appraisee met all the set targets though with provision of proper working tools (hansard equipment) a lot can be achieved.



INDIVIDUAL APPRAISAL REPORT

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To provide Hansard services to the Commission during public hearings, virtual status conferences and committee meetings	Number of public hearings, virtual conferences and 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 fully achieved
Proper archival 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
I managed to achieve my targets but once provided with the necessary Hansard equipment, i will be able to surpass my target.	The targets were not changed and performance is ongoing

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
Professionalism helps me competently execute my duties and responsibilities assigned.		The appraisee delivers all assigned on time and effectively.

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 emerging trends in Hansard production process, trainings are crucial since they enhance competency in my service delivery	Training will enhance capacity



INDIVIDUAL APPRAISAL REPORT

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Her performance exceeds expectations	She should be supported to attend the listed training