



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:	2023-2024
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 strengthen communication with all stakeholders

To improve Commission's visibility and hence the image

To enhance resource mobilisation 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

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To Record Commission's public hearings, Virtual status conference and Committee meetings	The number of Public hearings, Virtual conference and Committee meetings	Recorded 39 virtual and physical public hearings of the commission.	39 virtual and physical public hearings of the commission recorded and 29 transcribed.	100	95
To conduct qualitative, accurate and timely transcription	Number of Hansard reports produce	Transcribed 29 Hansard recorded Audios of virtual and physical public hearings carried out by the Commission.	Transcribed and submitted 29 Hansard recorded Audios of virtual and physical public hearings carried out by the Commission	90	93



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To Conduct draft preliminary editing with emphasis in grammar, syntax, style and consistency	The number of Hansard reports produced	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 and submitted the reports	110	97
To ensure proper archival of recorded Audios and Hansard reports	Number of Hansard reports retrieved	Archived 39 audio recordings and 29 Hansard reports.	An inventory of all Hansard audios and reports in place	100	97
To maintain an accurate database of Hansard reports	Availability of Hansard reports in the cloud servers	39 recorded audios and 29 Hansard reports stored in the cloud servers	39 recorded audios and 29 Hansard reports stored in the cloud servers	100	94
Minute writing during Departmental meetings	Number of Minutes taken	Took minutes of 10 departmental meetings.	Recorded minutes of 10 departmental meetings	100	95
Total Appraisee Score on Performance Targets				600.00	571.00
Mean Appraisal Scores				100%	95.17 %

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets I have set are achievable with the Provision of Hansard Equipment and Trainings which enhances service delivery	The target set are realistic and achievable

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
There is need for the provision of Hansard equipment and capacity building which enhances service delivery in the Commission.	The appraisee met all the set targets though with provision of Hansard equipment a lot can be achieved.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To Record Commission's public hearings, Virtual status conference and Committee meetings	The number of Public hearings, Virtual conference and Committee meetings	Target not changed	Performance ongoing- Recorded 13 virtual status conferences and 10 physical investigative hearings.



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To conduct qualitative, accurate and timely transcription	Number of Hansard reports produce	Target not changed	Performance ongoing- Transcribed 23 recorded virtual and physical hearings.
To Conduct draft preliminary editing with emphasis in grammar, syntax, style and consistency	The number of Hansard reports produced	Target not changed	Performance ongoing- Edited 23 Transcripts with emphasis on grammar, syntax and consistency
To ensure proper archival of recorded Audios and Hansard reports	Number of Hansard reports retrieved	Target not changed	Performance ongoing- A database of all Hansard reports in place
To maintain an accurate database of Hansard reports	Availability of Hansard reports in the cloud servers	Target not changed	Performance ongoing- Hansard reports available in cloud servers
Minute writing during Departmental meetings	Number of Minutes taken	Target changed with inclusion of minute writing of all Historical Land Injustices meetings	Performance ongoing- 20 minute reports in place for both departmental and HLI meetings

MID YEAR APPRAISEES'S COMMENTS

Professionalism helps me to competently execute my duties and responsibilities assigned to.

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

There was an addition of one target

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

I discharge my duties professionally

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

The appraisee executes all assigned duties with professionalism within the set timelines.

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Computerized Document and Audio Processing skills	4 weeks	Professional development course
Speech Presentation Skills	2 weeks	Professional development course
Audio technician skills	2 weeks	Professional development course
Hansard Practical Editing Skills	2 weeks	Professional development course
Report Writing skills	2 weeks	Professional development course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

Due to emerging trends in Hansard production process such as Artificial intelligence, trainings are crucial since it reduces timelines for Hansard Production.

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

Training the appraisee will greatly motivate her as well as improve productivity



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SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Appraisee has ensured that Commission hearings are recorded and transcribed to produce Hansard reports on time	Consider appraisee for training and provide equipment to enable her work efficiently