



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20220672	Staff Name:	Oliver Muriuki Nyaga
ID Number:	33191855	Employee E-mail:	oliver.muriuki@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
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:	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 improve Commission's visibility and hence the image.
- To conduct targeted public education and campaign on relevant Commission programmes and activities.
- To strengthen communication with all stakeholders and build new partnerships.
- To enhance public awareness targeted media appearances and public education and campaigns on relevant Commission programmes and activities.
- 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 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	Recorded all virtual and physical public hearings of the commission	100	97
To conduct qualitative, accurate and timely transcription.	Number of Hansard Reports produced.	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	97



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To conduct draft preliminary editing with emphasis in grammar, syntax, style and consistency.	The number of edited Hansard Reports.	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	100
To ensure proper archival of recorded audios and Hansard Reports.	Number of Hansard Reports archived and retrieved.	Archived 39 audio recordings and 29 Hansard reports	39 recorded audios and 29 Hansard reports stored in the cloud servers	100	100
To manage 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	90	90
Total Appraiser Score on Performance Targets				490.00	484.00
Mean Appraisal Scores				98%	96.8%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Most targets did not change and the performance is generally good.	The target set are achievable within the financial year.

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
With the introduction of Artificial intelligence, trainings are important to keep up with the emerging Trends in Hansard production	The appraiser achieved most of the set targets though with provision of Hansard equipment's 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.
To conduct qualitative, accurate and timely transcription.	Number of Hansard Reports produced.	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 edited Hansard Reports.	Target not changed.	Performance ongoing- Edited 23 transcripts with emphasis on grammar, syntax and consistency.



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To ensure proper archival of recorded audios and Hansard Reports.	Number of Hansard Reports archived and retrieved.	Target not changed.	Performance ongoing- A database of all Hansard reports in place.
To manage 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.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Provision of Hansard Equipments will enhance morale to effectively achieve the set targets.	The targets are achievable

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

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I discharge my duties with utmost confidentiality and professionalism	The appraisee discharges his duties effectively and efficiently.

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Hansard editing Course	2 weeks	supervisory course
Supervisory Skill Development	2 weeks	supervisory course
Audio technician skills	2 weeks	Management Course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The trainings will equip me with skills that will help me perform my duties efficiently and effectively.	Training the appraisee will boost his productivity

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Appraisee met expectations	Appraisee needs relevant training