



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20220672	<b>Staff Name:</b>	Oliver Muriuki Nyaga
<b>ID Number:</b>	33191855	<b>Employee E-mail:</b>	oliver.muriuki@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2022-2023
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC8
<b>Dept/Directorate</b>	CC&A	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Stephen Chebii Kipchumba	<b>Immediate Supervisor Designation:</b>	Principal Advocacy Officer
<b>Second Supervisor:</b>	Walter Hesbon Ooko Menya	<b>Supervisor Designation:</b>	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 patnerships and linkages.

Manage both internal and external communication.

Management of customer care.

To manage 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 conference and committee meetings.	Number of public hearings, virtual conferences and commitee meetings covered.	Recorded and transcribed 25 public hearings of HLI claims	Recorded and Transcribed all Commissions Hearings and Committee meeting proceedings during the Financial Year.	130	130



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To develop and implement a Hansard House style performance.	A Hansard House Style implemented and in use.	Hansard House style approved, implemented and in use	A hansard House style in developed and in use.	100	100
Proper archival of Hansard reports.	Number of Hansard reports retrieved and disseminated.	Retrieval and dissemination of 25 Hansard reports to commissioners and user departments	Established a Cloud	120	120
To 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 recordings available for retrieval	100	100
To conduct timely and accurate transcriptions.	Number of Hansard reports produced.	All the 25 Hansard reports have been completed and disseminated to commissioner and user departments	16 Hansard reports produced	110	110
<b>Total Appraiser Score on Performance Targets</b>				<b>560.00</b>	<b>560.00</b>
<b>Mean Appraisal Scores</b>				<b>112%</b>	<b>112%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
I partially achieved my targets due to unavailability of Hansard production equipment's.	The target set are realistic and achievable if the appraiser is given enough 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
Set targets were achieved.	The appraiser performed exemplary well, during the financial year despite limited resources.



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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 conference and committee meetings.	Number of public hearings, virtual conferences and committee meetings covered.	Target not changed.	Exemplary performance.
To develop and implement a Hansard House style performance.	A Hansard House Style implemented and in use.	Target not changed.	Exemplary performance.
Proper archival of Hansard reports.	Number of Hansard reports retrieved and disseminated.	Target not changed.	Exemplary performance.
To maintain an accurate database of Hansard reports.	Number of Hansard reports saved and stored in the cloud servers.	Target not changed.	Exemplary performance.
To conduct timely and accurate transcriptions.	Number of Hansard reports produced.	Target not changed.	Exemplary performance.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The set targets were achieved.	The targets have not changed or been added 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	
I execute all duties assigned to me diligently and on time with minimum supervision	The appraisee executes his duties with utmost professionalism and very oriented	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Hansard Editing skills	2 weeks	Hansard Editing and Reporting 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
The trainings will lead to development of my overall self, career and achievement of the Commission's goals.	The skills are necessary for greater productivity..



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SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The staff is effective in his execution of his duties.	Further targeted skill training