



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150245	<b>Staff Name:</b>	Sharon Kanaita Ambwere
<b>ID Number:</b>	32406274	<b>Employee E-mail:</b>	sharon.ambwere@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2021-2022
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC8
<b>Dept/Directorate</b>	LA&R	<b>Appraisal Status</b>	Immediate Supervisor
<b>Immediate Supervisor:</b>	Brian Adungo Ikol	<b>Immediate Supervisor Designation:</b>	Director , Legal Affairs Enforcement
<b>Second Supervisor:</b>	Edmond Kiplagat Gichuru	<b>Supervisor Designation:</b>	Deputy Director

## DEPARTMENTAL OBJECTIVES

PREPARATION OF LEGAL OPINIONS, STUDIES REPORTS POLICY AND LEGAL DOCUMENTS AND CORRESPONDENCE AS REQUIRED FROM TIME TO TIME
PROVIDE LEGAL ADVICE ON QUESTIONS OF LAW ARISING IN LAND ADMINISTRATION AND USE
ADVISE ON LEGAL REGULATORY AND COMPLIANCE RISKS
MONITOR EMERGING TRENDS AND GUIDE ON LEGISLATIVE AND REGULAORY CHANGES THAT IMPACT ON THE COMMISSION'S FUNCTIONS AND POWER
DEVELOP MECHANISM FOR INVESTIGATION INTO COMPLAINTS OF PRESENT AND HISTORICAL LAND INJUSTICES AND DEVELOPMENT OF RELATED INVESTIGATIVE FINDINGS
DEVELOP MECHANISM TO GATHER EVIDENCE, HOLD INQUIRIES AND ANY OTHER MECHANISM NECESSARY FOR THE COMMISSION'S EXERCISE OF IT'S POWERS AND EXECUTION
COORDINATE WITH EXTERNAL COUNSELS, RELEVANT GOVERNMENTAL INSTITUTIONS AND STAKEHOLDERS TO ESTABLISH EFFECTIVE, EFFICIENT AND TIMELY COORDINATED PROCESSES OF LEGAL ENFORCEMENT MANDATE
ADVISING ON CONSTITUTIONALISM AND ETHICAL VALUES IN THE REFORM PROCESS

## AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1. Retrieve 20 court dates daily from the courts , advocates or our email to create our internal causelist and for the team to plan and allocate resources required	1. Hearing and mention dates files handled are 15 daily.	retrieved 18 court dates daily from the courts		98	0
2. File and serve 2 legal documents a week to the courts and law firm to facilitate proceeding of the case as fixed	2 Affidavit of Service weekly	file and served 1 legal document a week		90	0
3. Receive 20 HLI, RR and ADR legal correspondences a week for opening files and inputting into our word document and for easy retrieval by the legal team in the commission	15 legal correspondences in the Word Document	receive 30 HLI, RR and ADR correspondences		130	0



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4. Open 3 new case files daily, scan and input them in our excel document and handing over to our advocates to facilitate the legal team in the management of the case	2 new cases in the excel document daily	open 5 new case files daily		180	0
5. Sort 10 emails a day by forwarding to the relevant advocates and obtaining court dates	7 emails a day	sort 25 emails a day		200	0
6. Assist to draw one simple pleading a week for approval by advocates	one pleading a day	assist to draw one pleading		100	0
7. Retrieve 2 physical files for advocates daily	1 physical file daily	retrieve 5 physical files for advocates daily		200	0
<b>Total Appraisee Score on Performance Targets</b>				<b>998.00</b>	<b>0.00</b>
<b>Mean Appraisal Scores</b>				<b>142.57%</b>	<b>0%</b>

#### APPRAISEE'S COMMENTS ON TARGET SETTING

My targets are achievable

#### IMMEDIATE SUPERVISOR'S ON TARGET SETTING

Indicate figures for the performance indicators, they should also be measurable, just like the targets. Use daily targets and indicators. your targets and indicators area bit low revise accordingly. HLI, ADR/RR, Correspondence should be covered.

#### APPRAISEE'S COMMENTS ON PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE

I wasn't able to serve many documents due to online filing and virtual courts. However, I was able to meet and exceed my targets

#### 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
1. Retrieve 20 court dates daily from the courts , advocates or our email to create our internal causelist and for the team to plan and allocate resources required	1. Hearing and mention dates files handled are 15 daily.	Target added	Due to the resumption of physical court and the reduction of covid, I anticipate more hearing and mention dates to about 30 daily
2. File and serve 2 legal documents a week to the courts and law firm to facilitate proceeding of the case as fixed	2 Affidavit of Service weekly	Target added	Due to the resumption of physical court and reduction of covid. I anticipate more affidavit of service to about 5 weekly



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3. Receive 20 HLI, RR and ADR legal correspondences a week for opening files and inputting into our word document and for easy retrieval by the legal team in the commission	15 legal correspondences in the Word Document	Target not changed	Because of the scanning exercise currently in progress, I can only manage to assist inputting only 20 legal correspondences a week or about 5 daily
4. Open 3 new case files daily, scan and input them in our excel document and handing over to our advocates to facilitate the legal team in the management of the case	2 new cases in the excel document daily	Target added	Due to the resumption of the physical court. I anticipate to open about 5 new case files a day
5. Sort 10 emails a day by forwarding to the relevant advocates and obtaining court dates	7 emails a day	Target added	My target has been added because client's are now more familiar with the email system so I anticipate more emails about 15 emails a day
6. Assist to draw one simple pleading a week for approval by advocates	one pleading a day	Target added	I anticipate more pleadings from advocates to about 2 a day
7. Retrieve 2 physical files for advocates daily	1 physical file daily	Target Added	With the resumption of physical court, advocates are in need of their files, either electronically or physically, therefore I expect to retrieve about 5 files daily

### MID YEAR APPRAISEES'S COMMENTS

I have mostly increased my targets because the courts are now mostly back open for physical documents, so i anticipate my workload to increase considerably from last year

### MID YEAR IMMEDIATE SUPERVISORS COMMENTS

The targets and indicators are ok.

### VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
<b>APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES</b>		<b>IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE</b>
I strive to be professional in my work		

### STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Supervisory skills customer care skills process server skills civil trial and litigation skills	1 year	supervisory management course customer care course process server course civil trial and litigation course



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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Training will enhance my skills	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations