



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150445	Staff Name:	Nancy Christine Awere
ID Number:	24013609	Employee E-mail:	nancy.awere@landcommission.go.ke
Appraisal Type:	MID FINANCIAL YEAR	Appraisal Period:	2019-2020
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC8
Dept/Directorate	CC&A	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Stephen Chebii Kipchumba	Immediate Supervisor Designation:	Principal Advocacy Officer
Second Supervisor:	Jennifer Wambua Itumbi	Supervisor Designation:	Deputy Director

DEPARTMENTAL OBJECTIVES
Management and enhancement of both internal and external communication within the Commission
Media and Social networks monitoring
Conducting Civic education and Advocacy programmes and initiatives
Oversight in Commission's events planning and execution
Advisory in crisis communication management
Coordination and promotion of partnerships and development linkages

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
FILING	DIRECTORATE DOCUMENTS FILED AND EASILY TRACEABLE			110	0
SORTING AND DISPATCHING OF MAIL	MAILS DISPATCHED ON TIME AND RECORDED IN THE INCOMING AND OUTGOING REGISTER			100	0
GENERATE MEMO	GENERATE MEMO UPON REQUEST			110	0
STOCK REPLENISHMENT	NO STOCK OUT IN THE DIRECTORATE			100	0
ENSURE AVAILABILITY OF REGISTRATION DURING MEETINGS	AVAILABILITY OF REGISTRATION FORM DURING MEETINGS PROCURE VENUE COMMUNICATION TO THE RELEVANT INDIVIDUALS			110	0
VISUAL COVERAGE OF NLC ACTIVITIES (taking photos)	NUMBER OF PHOTOS TAKEN			110	0
DISSEMINATE REPORTS INTERNALLY AND IN THE COUNTIES	PROCURING MATERIALS, PREPARATION OF LIST, PREPARATION OF A FORWADING MEMO			120	0



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MAINTAINING A DATABASE OF ALL COMMISSION STAKEHOLDERS	UPDATED DATABASE OF STAKEHOLDERS IN PLACE			100	0
CO-ORDINATING MATERIALS FOR SHOWS AND CONFERENCES	CCIO'S CONFERENCE HELD IN KERICHO COUNTY			105	0
CONDUCTING CIVIC EDUCATION AND PUBLIC AWARENESS	CIVIC EDUCATION AND AWARENESS CONDUCTED ON CLA 2016			100	0
Total Appraisee Score on Performance Targets				1065.00	0.00
Mean Appraisal Scores				106.5%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
THEIR IS NEED FOR MORE TRAINING AND RESOURCES FOR SOME OF THE TARGETS TO BE FULLY ACHIEVED	Targets met

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

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
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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
AM GOOD IN WRITTEN COMMUNICATION, BUT WOULD DO MUCH BETTER WITH SOME COMMUNICATION SKILLS TRAINING	the appraisee has the ability to work under minimum supervision

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
REPORT WRITTING COURSE	2 weeks	REPORT WRITTING
COMMUNICATION SKILLS AND DEVELOPMENT COURSE	2 weeks	COMMUNICATION SKILLS
OFFICE MANAGEMENT COURSE	2 weeks	OFFICE MANAGEMENT



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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
DUE TO LACK OF FUNDS HAVE NOT BEEN ABLE TO ATTEND THE ABOVE COURSES, WITH MORE TRAINING I WOULD BE VERY PRODUCTIVE IN MY WORK AREA	The training is necessary for the appraisee to execute her duties well
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations