



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20220673	Staff Name:	Samuel Thuita Gatei
ID Number:	23531828	Employee E-mail:	samuel.thuita@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC8
Dept/Directorate	CC&A	Appraisal Status	Immediate Supervisor
Immediate Supervisor:	Micklem Kiptum Kogo	Immediate Supervisor Designation:	Senior Communication Officer
Second Supervisor:	Sylvia Kore Kanao	Supervisor Designation:	Principal Corporate Communication Officer

DEPARTMENTAL OBJECTIVES
To enhance corporate Image of the Commission
To promote good corporate governance
Improve Visibility
To conduct public education and advocacy
Cordination of partnerships and linkages
Manage both internal and external communication
Management of customer care
To capture 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
taking and processing of photographs and videos	Number of activities and events covered	Processed Photos	Quality Processed photos	150	150
Edit captured videos and photos to tell concise, visually pleasing stories.	no of stories published and archived	Processed Vedios	Well edited Vedios and Photos	150	150
Keep all video, photography and audio equipment in good working order and replacing pieces as necessary	an inventory of all video, audio and photography equipment	Updated inventory of the Photos/Vedios	Well archived inventory	120	115



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Archiving photography and videography content	No photos and videos archived	Archived Photos	Well Achieved library of photos and videos	150	140
Script writing and graphic design	no of scripts produced	Well designed Ecards	Good communicating ecards	150	150
Documentary production	no of documentaries produced	Documentaries	Short, Precise Documentaries	120	130
taking and processing of photographs and videos	Processed Photos	Processed Photos	Well processed photos	150	150
Total Appraisee Score on Performance Targets				990.00	985.00
Mean Appraisal Scores				141.43%	140.71%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets set are realistic and achievable if provided with necessary support	

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 room for further improvement	The officer if provided with good equipment's can still perform above his average mark

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
taking and processing of photographs and videos	Number of activities and events covered	Target not	Ongoing- all commission events and activities covered on need basis
Edit captured videos and photos to tell concise, visually pleasing stories.	no of stories published and archived	Target not changed	Ongoing
Keep all video, photography and audio equipment in good working order and replacing pieces as necessary	an inventory of all video, audio and photography equipment	Target not changed	All video , photography and audio equipment in good working condition though outdated
Archiving photography and videography content	No photos and videos archived	Target not changed	All photos and videos taken have been well archived in a hard disk
Script writing and graphic design	no of scripts produced	Target not changed	Ongoing
Documentary production	no of documentaries produced	Target not changed	Commission's corporate documentary production ongoing



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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Performance is ongoing and targets have not changed	The Appraisee is doing well

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I discharge my duties with due diligence and professionalism.	

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
video production	1 months	technical course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
the training is necessary for improvement of skills.	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations