



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20220668	Staff Name:	Micklem Kiptum Kogo
ID Number:	24952389	Employee E-mail:	micklem.kogo@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:	NLC6
Dept/Directorate	CC&A	Appraisal Status	Immediate Supervisor
Immediate Supervisor:	Sylvia Kore Kanao	Immediate Supervisor Designation:	Principal Corporate Communication Officer
Second Supervisor:	Walter Hesbon Ooko Menya	Supervisor Designation:	Head Corporate Communication and Advocacy

DEPARTMENTAL OBJECTIVES

1. To strengthen communication with all stakeholders
2. To improve Commission's visibility and hence the image
3. To enhance resource mobilisation for Commission projects and activities
4. To conduct targeted public education and campaigns on relevant Commission programmes and activities
5. To manage the Commission's positive media presence

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1. Generate contents for Website	1. Up to date website contents		101	0	150
2. Design Quarterly Commission Magazine	2. Designed Quarterly Commission Magazine		80	0	100
3. Preparing communication materials, including press releases, talking points, reports, speeches, web materials	3. Prepared Communication Materials		150	0	200
4. To tracking and review media coverage on land and related issues and social media monitoring.	No of Reports produced		100	0	150
5. To coordinate event management and branding of commissions activities	4. No of Events organized by the Commission		200	0	200
6. Drafting and revising project proposals and concept notes	No of Project Proposals and Concept notes developed		80	0	100
Total Appraiser Score on Performance Targets				0.00	900.00
Mean Appraisal Scores				0%	150%



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
	The officer has achieved most of the targets set apart from two targets caused by budget constraints

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
1. Generate contents for Website	1. Up to date website contents	Not changed	Achieved
2. Design Quarterly Commission Magazine	2. Designed Quarterly Commission Magazine	Not changed	Not achieved
3. Preparing communication materials, including press releases, talking points, reports, speeches, web materials	3. Prepared Communication Materials	Not changed	Achieved
4. To tracking and review media coverage on land and related issues and social media monitoring.	No of Reports produced	Not changed	40 % Achieved
5. To coordinate event management and branding of commissions activities	4. No of Events organized by the Commission	Not changed	Achieved 4 Commission activities branded and managed.
6. Drafting and revising project proposals and concept notes	No of Project Proposals and Concept notes developed	Not changed	Na

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
A number of targets achieved, and others not achieved mainly because of lack of equipment's and software's	

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Integrity	Very Good - Upto 100%



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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES		IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Project proposal writing	2 weeks	Skill improvement

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments		Second Supervisor Recommendations