



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20220671	Staff Name:	Winnie Mburu Karugi
ID Number:	28515690	Employee E-mail:	winnie.karugi@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	CC&A	Appraisal Status	Immediate Supervisor Reviewed
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

To enhance corporate Image of the Commission

To promote good corporate governance

Improve visibility

To conduct public education and advocacy

Coordination 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
Formulation and Implementation of communication programmes and activities in the commission.	No of activities organized and their output.			150	0
Coordinate implementation and promotion of the commission's corporate identity and enhancement of its brand image.	Developing of the Commission's brand manual.			99	0
Management of the commission's social media handles.	Growth in number of posts and following on all our handles. They are all up to date.			175	0
Developing of the Corporate Communication and Advocacy policy documents.	No of policy documents developed and in place.			100	0



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Event organization - organizing conferences, stakeholder forums, workshops and meetings that promote the Commission's agenda.	No of events organized			110	0
Enhancing Commission's effective communication practices both internally and externally.	No of internal activities held and quick response to the public concerns from the Commission.			100	0
Total Appraisee Score on Performance Targets				734.00	0.00
Mean Appraisal Scores				122.33%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Some targets were partially achieved because of lack of work equipment's.	proceed to mid year reviews

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
Formulation and Implementation of communication programmes and activities in the commission.	No of activities organized and their output.	Target not changed	Performance ongoing - activities are ongoing.
Coordinate implementation and promotion of the commission's corporate identity and enhancement of its brand image.	Developing of the Commission's brand manual.	Target not changed	Performance ongoing
Management of the commission's social media handles.	Growth in number of posts and following on all our handles. They are all up to date.	Target ongoing	Social media posting is continuous
Developing of the Corporate Communication and Advocacy policy documents.	No of policy documents developed and in place.	Target not changed	Performance ongoing (on need basis)
Event organization - organizing conferences, stakeholder forums, workshops and meetings that promote the Commission's agenda.	No of events organized	Target not changed	Performance ongoing
Enhancing Commission's effective communication practices both internally and externally.	No of internal activities held and quick response to the public concerns from the Commission.	Target not changed	Performance ongoing



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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
My targets were fully achieved. However I would wish to get my working tools for example a working computer, so as to make my output effective.	Employee fulfilled all the targets

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
Professionalism; I perform my deliverables professionally.	

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Media Strategy and Management	1 week	Advanced Communication
Corporate Governance Course	1 week	Management Course
Productivity Improvement and Measurement	2 weeks	Management Course
Reputation and Crisis Management Course	1 week	Personal Development Course
Corporate Sustainability Communication and Value Creation	1 week	Personal Development Course

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