



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210535	Staff Name:	Habiba Osman Galgalo
ID Number:	29881284	Employee E-mail:	habiba.osman@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	F&CP	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Abdi Hassan Hussein	Immediate Supervisor Designation:	Deployed
Second Supervisor:	Benard Cherutich Kibet	Supervisor Designation:	Director Finance & Corporate Planning

DEPARTMENTAL OBJECTIVES
Enhanced funding to the Commission budget
Increased efficiency in budget implementation and budgetary control
Effective cost management and efficient internal control systems in the organizations processes and procedures
Enhanced efficiency in Commission operations
Efficient & effective administration services

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To prepare and examine compensation payment schedules for Project Affected Persons within three working days	Number of examined payment schedules for Project Affected Persons	Dully examined files and payment schedules for the project affected persons and filed accordingly to FY/22/23	As of June 30th, 2023, the Commission schedules had been examined and sent for payment.	170	195



INDIVIDUAL APPRAISAL REPORT

To prepare weekly reconciliation of Compensation payments for Project Affected Persons	Fully reconciled Compensation payments for Project Affected Persons	Timely reconciliation of compensation reports for FY 22/23	As of June 2023, the compensation for Project Affected Persons (PAPS) had been properly and correctly reconciled on a weekly basis.	180	190
To assist in compiling of Quarterly and Annual financial statements by 15th of every month and by June of every year respectively	Delivered Quarterly and Annual financial statements to treasury within the PFM set time frame	Duly compiled quarterly and annual financial statements and filled accordingly for the FY 22/23	In accordance with the PFM Act, the financial accounts for the fiscal year 2022–2023 had been prepared and submitted to the National Treasury on schedule.	180	140
To invoice staff claims and suppliers payments on daily basis	Updated invoice registers and suppliers payments files	Duly processing of staff claims and supplier payments on a daily basis for the FY 22/23	The suppliers' and employees' claims had been appropriately invoiced as of June 30, 2023.	170	150
To pass imprest, monthly salary journals on daily and monthly basis respectively	Updated imprest and monthly salary journals	Duly processed imprest and salary journals on a monthly basis for the FY 22/23	As of June 30 2023, the staff imprests had been passed through the IFMIS System.	170	145
To prepare and file payment vouchers	Updated and filed payment vouchers	Updated and reviewed registers by a senior accountant for the FY 22/23	The payment vouchers were filed correctly as of June 30, 2023.	180	160
Total Appraisee Score on Performance Targets				1050.00	980.00
Mean Appraisal Scores				175%	163.33 %



INDIVIDUAL APPRAISAL REPORT

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets set were agreed in collaboration with the supervisor	The goals established are reachable.

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
The targets set were achievable	The goals had been reached in line with what was intended.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To prepare and examine compensation payment schedules for Project Affected Persons within three working days	Number of examined payment schedules for Project Affected Persons	No target changed or addition	Ongoing-75%
To prepare weekly reconciliation of Compensation payments for Project Affected Persons	Fully reconciled Compensation payments for Project Affected Persons	No target changed or addition	Ongoing-80%
To assist in compiling of Quarterly and Annual financial statements by 15th of every month and by June of every year respectively	Delivered Quarterly and Annual financial statements to treasury within the PFM set time frame	No target changed or addition	Ongoing-85%
To invoice staff claims and suppliers payments on daily basis	Updated invoice registers and suppliers payments files	No target changed or addition	Ongoing-75%
To pass imprest, monthly salary journals on daily and monthly basis respectively	Updated imprest and monthly salary journals	No target changed or addition	Ongoing-80%
To prepare and file payment vouchers	Updated and filed payment vouchers	No target changed or addition	Ongoing-90%

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
My targets are halfway achieved and i am hoping to achieve 100% by end year	The officer has tremendously improved in the first six Months

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Excellent - Higher Than 100%



INDIVIDUAL APPRAISAL REPORT

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I do my duties with utmost honesty and professionalism	The officer does her work with highest level of professionalism

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
EXCEL	2 weeks	Operational
IFMIS	1 week	Operational

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training will enable me to work more efficiently and effectively	The trainings are relevant to the officer's area of profession

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
HABIBA ,YOU HAVE SHOWN TO HAVE GREAT CUSTOMER SERVICE SKILLS WITH THE PAPs & EFFICIENCY IN YOUR DUTIES	REVIEW FOR CLOSURE