



INDIVIDUAL APPRAISAL REPORT

| PERSONAL DETAILS | | | |
|------------------------------|---------------------------|--|---------------------------------|
| Staff Number: | NLC20140027 | Staff Name: | Ochuodho Ouma Peter |
| ID Number: | 24162408 | Employee E-mail: | peter.ouma@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: | NLC3 |
| Dept/Directorate | IA&RM | Appraisal Status | Appraisee Reviewed |
| Immediate Supervisor: | Tache Kabale Arero | Immediate Supervisor Designation: | Acting Chief Executive Officer |
| Second Supervisor: | Tache Kabale Arero | Supervisor Designation: | Acting Chief Executive Officer |

| DEPARTMENTAL OBJECTIVES |
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| To enhance and protect the Commission's value by providing risk-based and objective assurance, advice and insight |
| To undertake audits in accordance with IPPF Standards |

| AGREED PERFORMANCE TARGETS | | | | | |
|--|---|---|--------------------------------|--------------------|---------------|
| Agreed Performance Target | Performance Indicator | Results Achieved | Agreed Actual Results Achieved | Appraisee's Rating | Agreed Rating |
| Review and approve twelve (12) audit plans and programs for implementation during the financial year 2023/2024 | Twelve (12) audit plans and programs approved | Approved 9 audit plans and programs | | 100 | 0 |
| Review and approve twelve (12) audit reports | Twelve (12) audit reports approved | 9 audit reports approved | | 100 | 0 |
| Coordinate follow-ups on status of implementation of audit recommendations on quarterly basis | Four (4) reports approved | Approved 4 quarterly follow-up reports | | 100 | 0 |
| To coordinate two (2) specialized trainings for Internal Auditors | Training certificates/reports | Three trainings conducted | | 100 | 0 |
| Prepare ARMC minutes and ARMC reports to the Commission on quarterly basis | Four (4) minutes and four (4) reports | ARMC meeting minutes and reports prepared in time | | 100 | 0 |
| Review and approve twelve (12) audit working papers files | the approved twelve (12) working papers files | Approved 9 sets/files for audit working papers | | 100 | 0 |
| Conduct bi-monthly staff meetings for the Internal Audit Department | Six (6) minutes approved/filed | 6 meeting minutes approved | | 100 | 0 |



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| Approve inventory of fixed assets for the Internal Audit Department | The approved inventory register | Fixed assets inventory approved | | 100 | 0 |
| Preparation and presentation of annual report on the Internal Audit Activity to the ARMC | The approved IAA report | Approved report presented to ARMC | | 100 | 0 |
| Conduct two sensitization sessions to Commission staff on Internal Audit matters | Two sensitization sessions held | Two sensitization sessions conducted | | 100 | 0 |
| Finalise (50%) draft Internal Audit Strategic Plan | The draft Internal Audit Strategic Plan | 50% IA SP prepared | | 100 | 0 |
| Total Appraisee Score on Performance Targets | | | | 1100.00 | 0.00 |
| Mean Appraisal Scores | | | | 100% | 0% |

| APPRAISEE'S COMMENTS ON TARGET SETTING | IMMEDIATE SUPERVISOR'S ON TARGET SETTING |
|--|---|
| Targets were mutually agreed upon. | Targets set are okay. Please go ahead and implement the same. |

| 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 |
|--|---|
| Financial facilitation hampered audit filed verifications | |

| MID YEAR REVIEW | | | |
|--|---|---|---------------------|
| Agreed Performance Target | Performance Indicator | Target changed or Added | Remarks |
| Review and approve twelve (12) audit plans and programs for implementation during the financial year 2023/2024 | Twelve (12) audit plans and programs approved | Target revised to 9 audit plans and programs approved | Target 50% achieved |
| Review and approve twelve (12) audit reports | Twelve (12) audit reports approved | Target revised to 9 audit reports | 50% achieved |
| Coordinate follow-ups on status of implementation of audit recommendations on quarterly basis | Four (4) reports approved | No target variation | 50% achieved |
| To coordinate two (2) specialized trainings for Internal Auditors | Training certificates/reports | No target variation | 50% achieved |



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| Prepare ARMC minutes and ARMC reports to the Commission on quarterly basis | Four (4) minutes and four (4) reports | No target variation | 50% achieved |
| Review and approve twelve (12) audit working papers files | the approved twelve (12) working papers files | Target revised to 9 working paper files | 50% achieved |
| Conduct bi-monthly staff meetings for the Internal Audit Department | Six (6) minutes approved/filed | No target variation | 50% achieved |
| Approve inventory of fixed assets for the Internal Audit Department | The approved inventory register | No target variation | Ongoing |
| Preparation and presentation of annual report on the Internal Audit Activity to the ARMC | The approved IAA report | No target variation | Achieved |
| Conduct two sensitization sessions to Commission staff on Internal Audit matters | Two sensitization sessions held | No target variation | Not yet implemented |
| Finalise (50%) draft Internal Audit Strategic Plan | The draft Internal Audit Strategic Plan | No target variation | 20% achieved |

| MID YEAR APPRAISEES'S COMMENTS | MID YEAR IMMEDIATE SUPERVISORS COMMENTS |
|--|--|
| Targets being implemented with minimal changes | Please ensure to achieve set targets by close of the Financial Year. |

VALUES AND STAFF COMPETENCIES APPRAISAL

| Criteria Cluster | Appraisee's Values and Competencies | Immediate Supervisor Comments |
|------------------|-------------------------------------|-------------------------------|
|------------------|-------------------------------------|-------------------------------|

| 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 |
|------------------------------|----------|------------------|
| Senior Management Course | 4 weeks | Leadership |

| APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS | IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS |
|--|---|
| Training on senior management yet to take place | Training will be undertaken subject to availability of funds |

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS



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| Second Supervisor Comments | Second Supervisor Recommendations |
|----------------------------|-----------------------------------|
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