



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150279	Staff Name:	Elizabeth Mugambi Kinya
ID Number:	29063992	Employee E-mail:	elizabeth.mugambi@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	19-Nyeri County	Job Grade:	NLC7
Dept/Directorate	CCO	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 managements and efficient internal control systems in the organizations processes and procedures

Enhanced efficiency in commission operations

Effective county coordination offices

Efficient and 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 verify vouchers from July 2022 to June 2023.	Number of Vouchers prepared and verified daily.	All F/Y 22/23 vouchers are prepared, filed and verified	Accordingly, the paid payment vouchers for the period of July 2022 to June 2023 had been verified.	170	150
To maintain a payment voucher movement register for financial year 2022/2023 on a daily basis.	A well maintained register on a daily basis.	The payment voucher movement register is up to date as per FY 22/23	As of June 30, 2023, the movement register for payment vouchers had been properly updated.	170	185



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To update staff and suppliers definition in the IFMIS system for the 2022/2023 financial year on a daily basis.	Number of staff and suppliers updated on a daily basis.	All staff and suppliers are updated in the IFMIS system as per FY22/23.	As of June 30, 2023, employees and suppliers had been properly defined.	180	145
To keep safe custody of the commissions financial records for financial year 2022/2023	A safely kept record on a daily basis.	All NLC financial records are orderly and in safe custody.	As of June 30, 2023, the Commission's financial records had been kept under lock and key.	160	175
Filing of all financial documents on a daily basis 2022/2023.	An orderly filing system updated on a daily basis FY 2022/2023.	All financial records are duly filed and up to date as per FY22/23	The fiscal year 2022–2023's financial records were organized chronologically.	180	195
Posting and updating of cash book on a daily basis.	A well updated cash book, which is updated on a daily basis.	The cash book is fully updated as per FY22/23.	well-updated cashbook	160	140
Updating of imprest register both physically and in the system on a daily basis.	A well updated imprest register both physically and in the system on a daily basis.	The imprest register is updated as per FY22/23 both physically and in the system.	As of June 30, 2023, the imprest register had been updated accordingly.	160	170
Total Appraisee Score on Performance Targets				1180.00	1160.00
Mean Appraisal Scores				168.57%	165.71%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The Targets are reasonable and are achievable	The set targets are achievable
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 are achievable	



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MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To prepare and verify vouchers from July 2022 to June 2023.	Number of Vouchers prepared and verified daily.	Target not changed.	Voucher preparation is an ongoing process and is up to date
To maintain a payment voucher movement register for financial year 2022/2023 on a daily basis.	A well maintained register on a daily basis.	Target not changed.	The voucher movement register is updated on a daily basis and is up to date.
To update staff and suppliers definition in the IFMIS system for the 2022/2023 financial year on a daily basis.	Number of staff and suppliers updated on a daily basis.	Target not changed	Staff and Suppliers definition in the IFMIS is updated on a daily basis. It is an ongoing process.
To keep safe custody of the commissions financial records for financial year 2022/2023	A safely kept record on a daily basis.	Target not changed	All financial records are well maintained and in safe custody.
Filing of all financial documents on a daily basis 2022/2023.	An orderly filing system updated on a daily basis FY 2022/2023.	Target not changed	We have a well maintained filing system that is updated on a daily basis.
Posting and updating of cash book on a daily basis.	A well updated cash book, which is updated on a daily basis.	Target not changed	The cash book is up to date and updated on a monthly basis.
Updating of imprest register both physically and in the system on a daily basis.	A well updated imprest register both physically and in the system on a daily basis.	Target not changed.	The imprest register is updated both physically and in the system.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The targets were reasonable and achievable	The set targets are achievable

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

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I am very professional and efficient in my work. I am also a team player.	The officer does her work with professionalism

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Administration skills	1 month	Administration management course.



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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training will enable to enhance my skills accordingly.	The training is relevant to the officer's area of professional
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
YOU HAVE SHOWN TO BE A GREAT TEAM PLAYER AND GREAT ADMINISTRATION SKILLS	Review for closure