



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150350	Staff Name:	Dyness Mwasaba Wakio
ID Number:	26361350	Employee E-mail:	dyness.mwasaba@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:	Fatma Thabit Imam	Immediate Supervisor Designation:	Senior Accountant
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 effective county coordinationn offices
Efficient & effective administration services

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Respond to correspondences on compensation addressed to the directorate	Correspondence files	Responded to all correspondence s and filed them appropriately on a daily basis	As of June 30,2023, all Finance &Corporate Directorate had been acted on and filed appropriately	160	185



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Record and dispatch correspondences to relevant directorates and committee	Number of mails recorded and dispatched	Correspondence s received, recorded and dispatched in due time	All the correspondence s to relevant directorates within NLC for the fiscal year 2022/2023 had been properly recorded and dispatched accordingly.	160	180
Facilitate the provision of general office supplies including office equipment, stationery, water & teas amongst others	Requisition book and ready tea by 9.00am	Requisition of office supplies done every time a need arises to ensure smooth running of the office. Tea served on or before 8.00am	Provision of stationery and staff tea for the fiscal year 2022/2023 had been handled with highest level of professionalism.	160	190
Carry out physical health and safety survey in order to determine lapses within the directorate	Corrective actions	Notified the responsible department of the faults detected for action in due time	The health and safety survey had been handled with care as of June 30,2023.	140	150
Daily sorting out of directorate's enquiries	Number of enquiries sorted out	All enquiries for the financial year 2022-2023 sorted out appropriately	The directorate enquiries had been sorted and arranged chronologically as of June 30,2023.	150	165
Total Appraisee Score on Performance Targets				770.00	870.00
Mean Appraisal Scores				154%	174%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets set with the help of my supervisor are achievable	The set targets are achievable



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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
I was able to meet my targets in the financial year 2022/2023 without any challenges.	The targets were achieved as per the predetermined targets.

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Respond to correspondences on compensation addressed to the directorate	Correspondence files	Target not changed	Ongoing
Record and dispatch correspondences to relevant directorates and committee	Number of mails recorded and dispatched	Target not changed	Ongoing
Facilitate the provision of general office supplies including office equipment, stationery, water & teas amongst others	Requisition book and ready tea by 9.00am	Target not changed	Ongoing
Carry out physical health and safety survey in order to determine lapses within the directorate	Corrective actions	Target not changed	ongoing
Daily sorting out of directorate's enquiries	Number of enquiries sorted out	Target not changed	Ongoing

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The targets are reasonable and achievable	Targets set were achieved efficiently and this adds to achieving overall departmental objectives

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 make contributions well beyond job demands and work towards the overall goals of the component. Each job is done thoroughly and on time.	The officer does her work with integrity and professionalism

STAFF TRAINING AND DEVELOPMENT NEEDS	
Training & Development Needs	Duration
Supervisory skills	2 weeks
	Supervisory Management course



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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The course will help enhance my skills	The training is applicable to the officer's profession
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
WAKIO IS VERY RELIABLE & HAS GREAT ADMNISTRATION SKILLS	Review for Closure