



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150143	Staff Name:	Daniel Righa Mwakio
ID Number:	11654761	Employee E-mail:	daniel.mwakio@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC3
Dept/Directorate	F&CP	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Benard Cherutich Kibet	Immediate Supervisor Designation:	Director Finance & Corporate Planning
Second Supervisor:	Benard Cherutich Kibet	Supervisor Designation:	Director Finance & Corporate Planning

DEPARTMENTAL OBJECTIVES

Increased efficiency in budget implementation and budgetary control

Ensure enhanced funding to the Commission budget

Effective cost management and efficient internal control systems in the organizations processes and produces

Enhanced efficiency in commissions operations

Efficient and effective administration services

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Prepare the Commission Annual Budget,Supplementary Budget Estimates for FY 2022/2023	Annual Budget,Supplementary Budget Estimates reports for FY 2022/2023	The annual and supplemental budget for the fiscal year 2022–2023 was created and then finalized.		185	0
Annual Budget and Supplementary budget implementation and control for FY 2022/2023	Charge vote book to all payment vouchers and imprests as per the workplans	In the fiscal year 2022–2023, all payment vouchers were charged to the appropriate accounts.		180	0



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Daily review and approve manually imprest warrants and payment vouchers presented by user departments, to enhance accountability	Manually approved imprest warrants and payment vouchers paid on a daily basis	The fiscal year 2022–2023 saw the appropriate approval of staff imprests and vouchers.		190	0
Pending bills for financial year 2022/2023	Paid pending bills for financial year 2022	The financial year 2021–2022's outstanding bills were swiftly paid.		190	0
Authorize payment in IFMIS	IFMIS approved payments	The IFMIS System was used to authorize and process all payments		175	0
Authorize Budgets/Workplan in IFMIS	Authorized Budgets /workplans in IFMIS	The IFMIS System was used to authorize the budget and workplans.		180	0
File quarterly and annual returns to National Treasury	Quarterly and annual returns reports to National Treasury	Quarterly and annual financial statements were prepared and submitted in accordance with the rules established.		195	0
To prepare monthly and quarterly budget vs actual expenditure budget reports(variance reports) for management use, decision making and recommendations for FY 2022/2023	Expenditure budget reports	In the financial year 2022/2023, a well-prepared monthly and quarterly budget improved the efficient use of money for management usage.		195	0
Total Appraisee Score on Performance Targets				1490.00	0.00
Mean Appraisal Scores				186.25%	0%



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets set are SMART	

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 predetermined targets were achieved within the set timelines.	

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Prepare the Commission Annual Budget,Supplementary Budget Estimates for FY 2022/2023	Annual Budget,Supplementary Budget Estimates reports for FY 2022/2023	Target not changed	Ongoing 100%
Annual Budget and Supplementary budget implementation and control for FY 2022/2023	Charge vote book to all payment vouchers and imprests as per the workplans	Target not changed	Ongoing 80%
Daily review and approve manually imprest warrants and payment vouchers presented by user departments, to enhance accountability	Manually approved imprest warrants and payment vouchers paid on a daily basis	Target not changed	Ongoing 85%
Pending bills for financial year 2022/2023	Paid pending bills for financial year 2022	Target not changed	Ongoing 80%
Authorize payment in IFMIS	IFMIS approved payments	Target not changed	Ongoing 90%
Authorize Budgets/Workplan in IFMIS	Authorized Budgets /workplans in IFMIS	Target not changed	Ongoing 100%
File quarterly and annual returns to National Treasury	Quarterly and annual returns reports to National Treasury	Target not changed	Ongoing 100%
To prepare monthly and quarterly budget vs actual expenditure budget reports (variance reports) for management use, decision making and recommendations for FY 2022/2023	Expenditure budget reports	Target not changed	Ongoing 80%

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The set targets are achievable	Strive to achieve more by the end of the FY



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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
I normally perform my duties with professionalism	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Leadership skills	1 month	Management course
Project Management and Development skills	1 month	Management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The above trainings are applicable to my area of profession	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
YOU HAVE SHOWN A STRONG WORK ETHIC ALL THROUGH	KEEP UP WITH THE SAME SPIRIT