



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210537	Staff Name:	Daudin Maalim Abdullahi
ID Number:	24621544	Employee E-mail:	daudin.abdullahi@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:	NLC4
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

Efficient and effective administration services

Enhanced efficiency in Commission effective County Co-ordination offices

Enhanced efficiency in commissions operations

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1. Managerial Responsibility. 1. Lead in the development and implementation of account systems, policies and procedures to provide guidance in account controls, in order to achieve high quality standards and compliance to finance regulations.	Full compliance of PFM act 2012	Improved financial compliance, increased efficiency and achievement of Key performance indicators		180	0



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2. Provide leadership in development of a section work plan to facilitate with the implementation of the section strategy on accounts control, to ensure the strategy is delivered under the set timelines and quality standards .	Timely budget absorption and implementation strategy	Timely execution of the strategy, effective communication, co-ordination and subsequent achievement of departmental goals.		185	0
3.Participate in the development of Commission budget with the principal Finance officer	Commission Budget formulation, development and implementation achieved	The implementation of budget has been successful.		180	0
4.Prepare management and statutory accounts reports to aid in decision making.	Management and statutory reports prepared and signed off on time.	Departmental sound financial performance, regulatory compliance, transparency, accountability and improved decision making.		185	0
5. Lead in implementation of accounts strategy in alignment to Commission's strategic plan	Accounts strategy fully aligned to strategic plan	Optimal resource allocation, positive departmental brand and thus customer satisfaction.		175	0
6. Implementation of approved annual budget	Annual budget fully implemented and on course to full absorption.	Well maintained financial stability, cost control, strategic resource allocation, and accountability thus efficient decision making process.		180	0



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7. Monitoring and evaluate projects and activities at the Commission	Projects evaluation and monitoring on quarterly basis.	Timely completion of departmental activities occasioned by risk mitigation and regular monitoring of progress		185	0
Operational Responsibility. 1. Monitor consolidated budget prepare financial forecasts, identify and analyse accounts problems and recommend solutions.	Improvement of accounts processes on going	Budget compliance, well enhanced financial reporting and thus improved financial decision making.		175	0
2. Oversee accurate, complete and timely accounts and management reporting including monthly management accounts, balance sheet control.	Timely management, commission reports and filed with relevant departments	Accounts are meticulously maintained, reconciled and prompt submission of monthly management accounts thus timely and accurate reporting.		190	0
3. Oversee timely preparations and payments of compensation funds	Compensation payments process and smoothly implemented.	An organized due diligence examination team and streamlined procedures occasioned seamless processing claims, resulting in accurate and fair compensation payments and higher stakeholder satisfaction.		175	0



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4. Supervises accurate and timely administration of all tax and statutory compliance issues including VAT, PAYE and other taxes	Tax administration and reconciliations on going.	Effective supervision ensured all tax related filings, such as VAT returns and PAYE submissions, are submitted on time, avoiding penalties and interest charges thus positive reputation.		195	0
5. Manage cash flow so as to ensure availability of adequate funds, monitor credit lines, control of suppliers payment, monitor treasury and expenses against budget	Cashflow management on course through expenditure control.	Constant funds availability due to close monitoring of cash flow, ensuring that are sufficient funds to cover operational expenses and financial obligations.		180	0
6. Oversee execution and compliance with service level agreements (SLA) in the department	All SLAs are fully executed.	The department exceeded performance standards as agreed with clients or internal teams, resulting in improved service quality.		170	0



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7. Research and develop appropriate mechanisms to control the institution's exposure and enforcing accounting procedures, respecting local regulations	Full compliance with all regulatory framework in the country and linkages with the relevant agencies	Enhanced compliance with relevant accounting standards and reporting requirements, improved financial reporting accuracy, transparency and effective internal controls.		195	0
8. Analyse, advise and make recommendations on the approved Commission establishment	Advise on establishment and promotions done.	Improved efficiency, effectiveness and customer satisfaction.		165	0
9. Provide leadership in preparation of the Commission's budget, sourcing of funds from donors and other development partners- preparing of proposals for resource mobilization and investment liasing with the Finance officer.	Commission budget preparation done, donor funds full accounting and reporting on course.	Improved financial sustainability, collaborative with the finance officer which enhanced effective financial management and alignment of budgetary decisions with the Commission's financial strategy.		175	0
10. Oversees the implementation and monitor all finance and accounting processes, systems and records	Implementation and monitoring of all accounting processes and systems controls fully implemented.	Well prepared financial records in compliance with PFM Act that enhanced time reporting and data driven decision making.		195	0



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11. Lead in development of Accounts policies that cut across the department and the Commission and ensure compliance to the same.	Full compliance of policies and its gradual enhancement	Enhanced financial accountability, increased efficiency and consistency across the department and the Commission, reducing confusion and streamlining operations.		185	0
2. Supervise accounting processes for payables, budgets and fixed assets management are in place with effective controls and governance practices	full budget absorption; assets and liabilities committee.	Supervision of budget processes throughout the year enhanced optimization of resource allocation.		195	0
13. Oversees in the preparation and release of accounting, management and statutory reports	Reports prepared, signed and filed with relevant agencies	Well prepared statutory reports and subsequent financial insight that supported strategic and operational decision making process.		185	0
14. Advise and interpret and ensure compliance of the Commission with IPSAS, PFM Act and other financial management requirements, guidelines, procedures and standards.	Conformity with reporting guidelines as per PFM act	Enhanced efficient financial processes, reduced administrative burden. and Improved financial reporting and transparency		195	0



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I. Financial Responsibility 1. Implement Annual budget of the Commission 2. Implement the Commission budgets 3. Process payments of compensation fund for the Commission estimated at Kshs 25 billion annually 4. Controls all income and expenditure	Full compliance with commission policies and PFM act in discharging financial responsibility.	Well align budget with Commission's strategic objectives thus translated into action that occasioned prompt payment of compensation funds hence sound financial management.		185	0
II. Responsibility for Physical Assets Assets valued at approx... Kshs 50,000,000 1. Computers (20) 2. Office equipment's (20) 3. Water dispenser (4) 4. TV 5. Printers (2) 6. Shredder (4)	Full compliance with Asset and liability policy and commission committee on assets and liability guidelines	Well updated inventory including, tracking the condition of assets, ensuring proper utilization, implementation procedures for their maintenance and replacement of the same.		190	0
5. Manage cash flow so as to ensure availability of adequate funds, monitor credit lines, control of suppliers payment, monitor treasury and expenses against budget	Cashflow management on course through expenditure control.	The Commission achieved improved liquidity that ensured sufficient funds to meet both operational and financial commitments.		180	0



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14. Advise and interpret and ensure compliance of the Commission with IPSAS, PFM Act and other financial management requirements, guidelines, procedures and standards.	Conformity with reporting guidelines as per PFM act	Enhanced efficient financial processes, reduced administrative burden. and Improved financial reporting and transparency		195	0
Total Appraiser Score on Performance Targets				4595.00	0.00
Mean Appraisal Scores				183.8%	0%

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

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
Successful completion of the predetermined objectives.	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1. Managerial Responsibility. 1. Lead in the development and implementation of account systems, policies and procedures to provide guidance in account controls, in order to achieve high quality standards and compliance to finance regulations.	Full compliance of PFM act 2012	Target not changed	Ongoing 100%
2. Provide leadership in development of a section work plan to facilitate with the implementation of the section strategy on accounts control, to ensure the strategy is delivered under the set timelines and quality standards .	Timely budget absorption and implementation strategy	Target not changed	Ongoing 100%



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3.Participate in the development of Commission budget with the principal Finance officer	Commission Budget formulation, development and implementation achieved	Target not changed	Ongoing 100%
4.Prepare management and statutory accounts reports to aid in decision making.	Management and statutory reports prepared and signed off on time.	Target not changed	Ongoing 95%
5. Lead in implementation of accounts strategy in alignment to Commission's strategic plan	Accounts strategy fully aligned to strategic plan	Target not changed	Ongoing 90%
6. Implementation of approved annual budget	Annual budget fully implemented and on course to full absorption.	Target not changed	Ongoing 100%
7. Monitoring and evaluate projects and activities at the Commission	Projects evaluation and monitoring on quarterly basis.	Target not changed	Ongoing 100%
Operational Responsibility. 1. Monitor consolidated budget prepare financial forecasts, identify and analyse accounts problems and recommend solutions.	Improvement of accounts processes on going	Target not changed	Ongoing 90%
2. Oversee accurate, complete and timely accounts and management reporting including monthly management accounts, balance sheet control.	Timely management, commission reports and filed with relevant departments	Target not changed	Ongoing 100%
3. Oversee timely preparations and payments of compensation funds	Compensation payments process and smoothly implemented.	Target not changed	ongoing 90%
4. Supervises accurate and timely administration of all tax and statutory compliance issues including VAT, PAYE and other taxes	Tax administration and reconciliations on going.	Target not changed	Ongoing 80%
5. Manage cash flow so as to ensure availability of adequate funds, monitor credit lines, control of suppliers payment, monitor treasury and expenses against budget	Cashflow management on course through expenditure control.	Target not changed	Ongoing 100%
6. Oversee execution and compliance with service level agreements (SLA) in the department	All SLAs are fully executed.	Target not changed	Ongoing 100%



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7. Research and develop appropriate mechanisms to control the institution's exposure and enforcing accounting procedures, respecting local regulations	Full compliance with all regulatory framework in the country and linkages with the relevant agencies	Target not changed	Ongoing 100%
8. Analyse, advise and make recommendations on the approved Commission establishment	Advise on establishment and promotions done.	Target not changed	Ongoing 100%
9. Provide leadership in preparation of the Commission's budget, sourcing of funds from donors and other development partners- preparing of proposals for resource mobilization and investment liasing with the Finance officer.	Commission budget preparation done, donor funds full accounting and reporting on course.	Target not changed	Ongoing 70%
10. Oversees the implementation and monitor all finance and accounting processes, systems and records	Implementation and monitoring of all accounting processes and systems controls fully implemented.	Target not changed	ongoing 100%
11. Lead in development of Accounts policies that cut across the department and the Commission and ensure compliance to the same.	Full compliance of policies and its gradual enhancement	Target not changed	Ongoing 100%
2. Supervise accounting processes for payables, budgets and fixed assets management are in place with effective controls and governance practices	full budget absorption; assets and liabilities committee.	Target not changed	Ongoing 100%
13. Oversees in the preparation and release of accounting, management and statutory reports	Reports prepared, signed and filed with relevant agencies	Target not changed	Ongoing 100%
14. Advise and interpret and ensure compliance of the Commission with IPSAS, PFM Act and other financial management requirements, guidelines, procedures and standards.	Conformity with reporting guidelines as per PFM act	Target not changed	Ongoing 100%



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I. Financial Responsibility 1. Implement Annual budget of the Commission 2. Implement the Commission budgets 3. Process payments of compensation fund for the Commission estimated at Kshs 25 billion annually 4. Controls all income and expenditure	Full compliance with commission policies and PFM act in discharging financial responsibility.	Target not changed	Ongoing 100%
II. Responsibility for Physical Assets Assets valued at approx... Kshs 50,000,000 1. Computers (20) 2. Office equipment's (20) 3. Water dispenser (4) 4. TV 5. Printers (2) 6. Shredder (4)	Full compliance with Asset and liability policy and commission committee on assets and liability guidelines	Target not changed	Ongoing 100%

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The set targets are achievable	Incredible performance so far, kindly add more effort to realize the full Targets as agreed by end of FY

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
I normally carryout my duties and responsibilities with highest level of professionalism		

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
1. Public sector Financial and management reporting.	4 weeks	Management course
2. Supervisory and Management training (ESAMI).	4 weeks	Management course

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

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
YOU HAVE SHOWN EXCELLENT WORK BEHAVIOURS HAJI	CONTINUE WITH THE SPIRIT DAUDIN