



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20160465	Staff Name:	Esther Njagi Ngui
ID Number:	22517939	Employee E-mail:	esther.njagi@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:	NLC8
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

Enhance funding to the Commission Budget

Increased efficiency in Budget Implementation and Budgetary control

Effective cost management and efficient internal control systems in the organizations process and procedures

Enhance efficiency in Commission operations effective county coordination office

Efficient and efficient administration services

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To ensure daily delivery of all outgoing mails to the respective Directorates in FY 2022/2023	Number of outgoing mails recorded and delivered.	Eight thousand two hundred outgoing mails delivered by end of FY 22/23	Outgoing mail for the fiscal year 2022–2023 was timely delivered and documented.	140	180
Facilitate the provision of general office supplies including office equipments and stationeries in FY2022/2023	Number of equipments and stationeries issued.	Three Thousand six hundred payment vouchers filed in Financial year 22/23	well-facilitated issuance of equipment and stationery in the Finance and Corporate departments as of June 30, 2023.	160	150



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Ensure the Directorate Offices are opened and cleaned in time in FY2022/23.	Offices opened and cleaned by 8:00am	Four thousand six hundred and fifty vouchers maintained in financial year 22/23	Organized cleaning of the Finance and Corporate Planning offices, resulted in the seamless and efficient processing of employee and supplier dues in the financial year 2022-2023.	150	190
Ensure daily preparation of tea by 9:00am for officers in the Directorate in FY 2022/2023	Ready tea by 9:00am	Tea prepared on a daily basis	Finance and Corporate Planning officers were served tea on time in the financial year 2022–2023.	170	195
Recording of daily incoming mails from various Directorates in FY2022/2023	Number of incoming mails recorded.	Three thousand nine hundred mails delivered in financial year 22/23	Incoming mail was promptly and accurately recorded during the 2022–2023 fiscal year.	140	165
Daily sorting of Directorate enquiries in FY 2022/23	Number of enquiries sorted and recorded.	Four hundred and fifty enquires 22/23.	During the fiscal year 2022–2023, directorate inquiries were tracked and organized appropriately.	160	180
Total Appraisee Score on Performance Targets				920.00	1060.00
Mean Appraisal Scores				153.33%	176.67%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets were reasonable and 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
The targets were reasonable and able to achieve	The set targets were achieved within the set timeline.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To ensure daily delivery of all outgoing mails to the respective Directorates in FY 2022/2023	Number of outgoing mails recorded and delivered.	No target changed or added	Ongoing (50%)
Facilitate the provision of general office supplies including office equipments and stationeries in FY2022/2023	Number of equipments and stationeries issued.	No target changer or added	Ongoing (55%)
Ensure the Directorate Offices are opened and cleaned in time in FY2022/23.	Offices opened and cleaned by 8:00am	No target changed or added	Ongoing(55%)
Ensure daily preparation of tea by 9:00am for officers in the Directorate in FY 2022/2023	Ready tea by 9:00am	No target changed or added	Ongoing (50%)
Recording of daily incoming mails from various Directorates in FY2022/2023	Number of incoming mails recorded.	No target changed or added	Ongoing(50%)
Daily sorting of Directorate enquiries in FY 2022/23	Number of enquiries sorted and recorded.	No target changed or added	Ongoing (50%)

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The targets are achievable	Targets achieved efficiently ,has improved achievement of overall departmental objectives for FY 2022/23

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	The officer is Professional and capable.



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Supervisory skills	2 weeeeks	Supervisory Management Course
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I intend to undertake Supervisory Management Course to enhance my career		The training is applicable to the officer's line of work.
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
ESTHER, YOU HAVE BEEN SO PUNCTUAL, YOU HAVE GROWN PROFFESIONALLY & SHOWN A STRONG WORK ETHIC	CONTINUE WITH THE SAME SPIRIT	