



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150232	Staff Name:	Irene Atieno Owuor
ID Number:	29026346	Employee E-mail:	irene.owuor@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:	NLC9
Dept/Directorate	IA&RM	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Risper Nkirote Kaaria	Immediate Supervisor Designation:	Senior Internal Audit & Risk Management Officer
Second Supervisor:	Ochuodho Ouma Peter	Supervisor Designation:	Head Internal Audit & Risk Management

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Participating in the Preparation of 4 Audit plans & programs	No. of Plans & Programs approved and executed			0	0
Verification of documentation and Preparation of 4 Draft Audit Reports	No. of Draft Audit reports prepared.			0	0
Assisting in the maintenance and proper filing of 4 respective sets of audit working papers	No. of properly filed and referenced sets of working papers			0	0
Assisting in the Execution of 4 audit assignments within planned timeframe	No. of draft audit reports documented.			0	0
Participate in monthly staff meetings	No. of draft audit reports documented.			0	0
Participate in monthly staff meetings	No. of staff meetings attended and participated in			0	0
Participate in the preparation of Internal Audit Plan work plan for FY 2023/2024	No. of work plans approved			0	0
Assist in Conducting follow ups on the status of implementation of audit recommendations	No. of quarterly Follow-up Reports documented			0	0
Filling in- performance targets for FY 2022/2023 in HRMS	HRMS generated reports on performance targets report.			0	0
Filling in mid-year performance reviews and end- year performance achievements for the FY 2022/2023	No. of HRMS generated appraisal reports			0	0
Assisting the senior auditor to Maintain an inventory of fixed assets for the ARMD	No. of Fixed Asset Registers maintained			0	0



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Participate in NLC organized workshops/seminars on quarterly basis	No. of NLC workshops attended			0	0
Office welfare	Preparation of office tea in time			0	0
Total Appraiser Score on Performance Targets				0.00	0.00
Mean Appraisal Scores				0%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The 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

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Participating in the Preparation of 4 Audit plans & programs	No. of Plans & Programs approved and executed	No targets changed or added	2 plans and programs processed
Verification of documentation and Preparation of 4 Draft Audit Reports	No. of Draft Audit reports prepared.	No target added or changed	Audit working papers verified and 1 draft audit report prepared.
Assisting in the maintenance and proper filing of 4 respective sets of audit working papers	No. of properly filed and referenced sets of working papers	No target changed or added	2 files filed working papers
Assisting in the Execution of 4 audit assignments within planned timeframe	No. of draft audit reports documented.	No target changed or added	Assisted in 2 audit assignments.
Participate in monthly staff meetings	No. of draft audit reports documented.	No target changed or added	Attended 4 staff meetings
Participate in monthly staff meetings	No. of staff meetings attended and participated in	No targets changed or added	Attended 4 staff meetings
Participate in the preparation of Internal Audit Plan work plan for FY 2023/2024	No. of work plans approved	No target changed or added	1 Internal Audit workplan
Assist in Conducting follow ups on the status of implementation of audit recommendations	No. of quarterly Follow-up Reports documented	No target changed or added	Follow up report done
Filling in- performance targets for FY 2022/2023 in HRMS	HRMS generated reports on performance targets report.	No target changed or added	done



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Filling in mid-year performance reviews and end-year performance achievements for the FY 2022/2023	No. of HRMS generated appraisal reports	No target changed or added	done
Assisting the senior auditor to Maintain an inventory of fixed assets for the ARMD	No. of Fixed Asset Registers maintained	No target changed or added	done
Participate in NLC organized workshops/seminars on quarterly basis	No. of NLC workshops attended	No target changed or added	Attended 3 workshops
Office welfare	Preparation of office tea in time	No target changed or added	tea prepared in time

MID YEAR APPRAISEES'S COMMENTS

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

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

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations