



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210530	Staff Name:	Mariam Mohamed Roba
ID Number:	25756964	Employee E-mail:	mariam.roba@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

1. Enhanced funding to the Commission budget
2. Increased efficiency in budget implementation and Budgetary control
3. Effective Cost Management and efficient internal control systems in the organizations processes and procedures
4. Enhanced efficiency in Commission operations
5. Efficient & effective administration services
- 6.Coordination of development and implementation of the commission's strategic plan

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Prepare and examine compensation payment schedules for Project Affected Persons (Paps) on a daily basis in F/Y 2022/2023.	Duly examined payment schedules for Project Affected Persons (Paps) on a daily basis.	Duly examination of compensation files and payment schedules prepared and filled accordingly on a daily basis for the FY 22/23	Compensation schedules were properly created and reviewed as of June 30th, 2023.	187	180



INDIVIDUAL APPRAISAL REPORT

Prepare weekly reconciliation of Compensation payments for Project Affected Persons (Paps) for the F/Y 2022/2023.	Fully reconciled Compensation payments for Project Affected Persons (Paps).	An updated and reviewed reconciled project by a senior accountant on a monthly basis for the FY 22/23	Compensation schedules had been successfully reconciled on a weekly basis.	185	175
Preparation and maintenance of cashbook on a daily basis in F/Y 2022/2023	Updated and reviewed cash book by a senior accountant	Updated and reviewed cashbook by a senior accountant for the FY 22/23	well-updated cashbook.	190	195
Daily Definition of employees and merchants on the IFMIS in the FY 2022/2023	An updated and reviewed Definition Register by a senior accountant.	An updated and reviewed accountable documents register by a senior accountant on a quarterly basis for the FY 22/23	In the fiscal year 2022-2023, the daily definition of employees and merchants was effectively transmitted through the IFMIS System.	180	150
Daily processing of salary advances after clearing with Human Resource Department in F/Y 2022/2023	Number of salary advances processed filed appropriately.	All salary advances are duly processed and up to date as per FY22/23	Staff salary advances had been handled and updated as of June 30th, 2023.	160	135
Monthly auto reconciliation (Bank module) in IFMIS in F/Y 2022/2023	Monthly generation of the F.O 30 report from the IFMIS, dispatch appropriately and file accordingly.	Auto reconciliation (bank module) in IFMIS is up to date as per FY22/23	As of June 30th, 2023, monthly bank reconciliations had been submitted to the national treasury.	150	145
Monthly payroll reconciliations for net salaries, staff and statutory deductions in F/Y 2022/2023.	Monthly payroll reconciliation report done to the Human Resource Directorate via official email address. Senior accountants copied.	An updated and reviewed payroll reconciliation register by a senior accountant on a monthly basis for the FY 22/23	As of June 30th, 2023, the monthly payroll reconciliation was reviewed and updated as necessary.	190	175



INDIVIDUAL APPRAISAL REPORT

Monthly PAYE payment registration on the Itax System by 9th of the subsequent month in F/Y 2022/2023.	Monthly generation of PAYE Payment Slip, dispatched accordingly and filed appropriately.	PAYE payment slip generated, PAYE reconciliation request done to KRA on a monthly basis and filled accordingly for the FY 22/23	By the close of business on June 30th, 2023, the monthly PAYE payment was fully paid.	190	185
Monthly preparation of salary company totals and passing of salary Journal on IFMIS for the F/Y 2022/2023.	Duly printed company totals and salary Journals approved by supervisor and filled accordingly.	All salary company totals and salary journals are duly processed and upto date as per FY 22/23	As of June 30, 2023, monthly employee salary company totals had been transmitted through the IFMIS.	190	185
Quarterly purchase, issue and control of usage of the Accountable Documents in F/Y 2022/2023. Issue and control of usage of the accountable documents.	An updated and reviewed Accountable Documents Register by a senior accountant on quarterly basis.	An updated and reviewed accountable documents register by a senior accountant on a quarterly basis for the FY 22/23	Accountable documents were issued in accordance with the PFM Act.	120	100
Assist in duly filing of payment vouchers and MEMOs appropriately on a daily basis for the F/Y 2022/2023	Updated and reviewed registers by a senior accountant on a daily basis.	Updated and reviewed register by Senior accountant for the FY 22/23	The appropriate payment vouchers and approved memos were filed.	150	150
Assist to examine, invoice, input payment and imprest into IFMIS on a daily basis for the F/Y 2022/2023	Duly examined invoices and imprests and input into the IFMIS on a daily basis.	Duly examined invoices and imprests and input into the IFMIS on a daily basis as per FY 22/23	Through the IFMIS System, vouchers and imprests were successfully invoiced.	170	180
Assisting in daily examination of payment vouchers for merchants and staff members in the FY 2022/2023	Daily number of vouchers examined and forwarded for processing	Number of vouchers examined validated as per FY 22/23	Employee and supplier vouchers were examined appropriately.	160	150



INDIVIDUAL APPRAISAL REPORT

Total Appraisee Score on Performance Targets		2222.00	2105.00
Mean Appraisal Scores		170.92%	161.92%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The target set is achievable.	The predetermined set 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
I have met all the targets set by my supervisor in a professional way.	The predetermined targets were achieved in accordance with the time frame

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Prepare and examine compensation payment schedules for Project Affected Persons (Paps) on a daily basis in F/Y 2022/2023.	Duly examined payment schedules for Project Affected Persons (Paps) on a daily basis.	No target Change or addition	On going-85%
Prepare weekly reconciliation of Compensation payments for Project Affected Persons (Paps) for the F/Y 2022/2023.	Fully reconciled Compensation payments for Project Affected Persons (Paps).	No target Change or addition	On going-85%
Preparation and maintenance of cashbook on a daily basis in F/Y 2022/2023	Updated and reviewed cash book by a senior accountant	No target Change or addition	On going-80%
Daily Definition of employees and merchants on the IFMIS in the FY 2022/2023	An updated and reviewed Definition Register by a senior accountant.	No target Change or addition	On going-78%
Daily processing of salary advances after clearing with Human Resource Department in F/Y 2022/2023	Number of salary advances processed filed appropriately.	No target Change or addition	On going-80%
Monthly auto reconciliation (Bank module) in IFMIS in F/Y 2022/2023	Monthly generation of the F.O 30 report from the IFMIS, dispatch appropriately and file accordingly.	No target Change or addition	On going-75%
Monthly payroll reconciliations for net salaries, staff and statutory deductions in F/Y 2022/2023.	Monthly payroll reconciliation report done to the Human Resource Directorate via official email address. Senior accountants copied.	No target Change or addition	On going-86%



INDIVIDUAL APPRAISAL REPORT

Monthly PAYE payment registration on the Itax System by 9th of the subsequent month in F/Y 2022/2023.	Monthly generation of PAYE Payment Slip, dispatched accordingly and filed appropriately.	No target Change or addition	On going-76%
Monthly preparation of salary company totals and passing of salary Journal on IFMIS for the F/Y 2022/2023.	Duly printed company totals and salary Journals approved by supervisor and filled accordingly.	No target Change or addition	On going-90%
Quarterly purchase, issue and control of usage of the Accountable Documents in F/Y 2022/2023. Issue and control of usage of the accountable documents.	An updated and reviewed Accountable Documents Register by a senior accountant on quarterly basis.	No target Change or addition	On going-70%
Assist in duly filing of payment vouchers and MEMOs appropriately on a daily basis for the F/Y 2022/2023	Updated and reviewed registers by a senior accountant on a daily basis.	No target Change or addition	On going-75%
Assist to examine, invoice, input payment and imprest into IFMIS on a daily basis for the F/Y 2022/2023	Duly examined invoices and imprests and input into the IFMIS on a daily basis.	No target Change or addition	On going-72%
Assisting in daily examination of payment vouchers for merchants and staff members in the FY 2022/2023	Daily number of vouchers examined and forwarded for processing	No target Change or addition	On going-80%

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
I will achieve my targets by end of financial year	The predetermined targets are achievable

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 passionate, professional, hardworking, high integrity in executing my work to achieve the commissions mandate.	The officer does her work with professionalism

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
IFMIS	2 weeks	OPERATIONAL



INDIVIDUAL APPRAISAL REPORT

I TAX	2 weeks	OPERATIONAL
EXCEL	2 weeks	OPERATIONAL
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
The above listed courses are very essential to carryout my duties efficiently and effectively.	The trainings are relevant to the officer's area of profession	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
MARIAM HAVE SHOWN TO BE VERY RELIABLE & A GREAT TEAM PLAYER	REVIEW FOR CLOSURE	