



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150261	<b>Staff Name:</b>	Martha Thiong'o Wanjiku
<b>ID Number:</b>	22910131	<b>Employee E-mail:</b>	martha.thiongo@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2022-2023
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC8
<b>Dept/Directorate</b>	F&CP	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Abdi Hassan Hussein	<b>Immediate Supervisor Designation:</b>	Deployed
<b>Second Supervisor:</b>	Benard Cherutich Kibet	<b>Supervisor Designation:</b>	Director

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 organisation process and procedures enhanced efficiency
Enhance efficiency in commission operations

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To confirm that vouchers surrendered are inline with the initial authority on daily basis	updated surrendered files and vouchers files for FY 2022/23	100 Number of vouchers confirmed on monthly basis	completion of a reasonable number of surrender vouchers as of June 30, 2023.	130	165
To invoice staff claims on daily bases	Daily updated invoice register	36 number of invoice and staff claims processed monthly	substantial number of staff claims invoiced for payment as of June 30th.	120	0
To invoice staff claims on daily bases	Daily updated invoice register	80 number of imprest done monthly	Staff imprests were processed successfully in accordance with the law as of June 30, 2023.	100	150



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To receive all incoming memos for staff imprests for payment	Daily updated record on incoming book	80 number of imprest received monthly	All incoming imprests, requests, and memos were well received, and they were registered in chronological order.	130	135
To receive compensation payment schedules for projects affected persons on daily basis	Daily updated record on incoming register	50 number of projects received on monthly	Project schedules filed appropriately.	120	185
Filling of payment vouchers	updated files	100 number of payment vouchers done monthly	Vouchers for employees and suppliers were organized chronologically.	150	175
<b>Total Appraiser Score on Performance Targets</b>				<b>750.00</b>	<b>810.00</b>
<b>Mean Appraisal Scores</b>				<b>125%</b>	<b>135%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The target set were agreed in collaboration with the supervisor	The 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
	The predetermined targets were achieved amicably.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To confirm that vouchers surrendered are inline with the initial authority on daily basis	updated surrendered files and vouchers files for FY 2022/23	Target not Changed	on going
To invoice staff claims on daily bases	Daily updated invoice register	Target not Changed	on going
To invoice staff claims on daily bases	Daily updated invoice register	Target not Changed	on going
To receive all incoming memos for staff imprests for payment	Daily updated record on incoming book	Target not Changed	on going



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To receive compensation payment schedules for projects affected persons on daily basis	Daily updated record on incoming register	Target not Changed	on going
filling of payment vouchers	updated files	Target not Changed	on going

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Targets achievable	The set 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
im able to do my job with professionalism	The officer is professional

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
IFMIS Training	one month	management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
the training will enable me to work more efficiently and effectively	The training is relevant to the officer's area of professional.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
MARTHA CONTINUE WITH THE TEAM PLAYER SPIRIT	KEEP UP THE HARDWORK