



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150351	<b>Staff Name:</b>	Maria Nzyoka Nthamo
<b>ID Number:</b>	28014931	<b>Employee E-mail:</b>	maria.nzyoka@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>	NLC7
<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 Finance & Corporate Planning

DEPARTMENTAL OBJECTIVES
Enhanced funding to the Commission budget
Increased Efficiency in budget implementation and budgetary control
Effective Cost Management and Efficient internal control systems in the organisations processes and procedures
Enhanced efficiency in Commission operations

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To examine,invoice,input payment into IFMIS and imprest on daily basis	Number of documents examined,invoiced and updated in the system	540 documents examined,invoiced and updated in the system	All payment vouchers and imprests had been properly invoiced as of the fiscal year 2022–2023.	190	195
Assist in preparation and maintenance of cashbooks on daily basis	Updated and reviewed Cashbook by Senior Accountant	Updated and reviewed cash book by senior accountant	well-updated cashbook	200	195
Assist in duly filing of payment vouchers and MEMOS appropriately	Updated and reviewed registers by Senior Accountant	Duly Filed payment vouchers and reviewed by senior accountant	well-updated cashbook.	180	140



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Monthly reconciliation of Car loan & mortgage cash book by 15th of every month	Up to date bank reconciliation cash books	Up to date bank reconciliation cash books	Monthly bank reconciliation had been completed and updated as of June 30th, 2023.	190	175
Assisting in examination, preparation of schedules and forwarding Memos for compensation of government projects	Number of files Examined and forwarded for payment	80 files examined and forwarded for payment.	As of June 30, 2023, a sufficient number of examined files had been forwarded for payment.	170	165
Assisting in Processing of salary by 27th of every month and salary advances when requested.	Number of salary advances processed and monthly salary paid and filed appropriately	monthly salary advances processed and monthly salary paid and filed appropriately	As of June 30, 2023, all monthly staff salary payments had been processed accordingly.	200	180
Confirmatory of vouchers that are surrendered are in the line with the initial authority	Number of vouchers examined, reversed, surrendered in the system and reimbursed	surrender vouchers have been fully processed	As of June 30, 2023, the surrender vouchers had been processed efficiently and professionally through the IFMIS System.	190	165
Keeping custody of vouchers, authority memo's and other accountable documents on daily basis	Number of vouchers, memo's kept	Vouchers, Memo's and other accountable documents well kept in under lock and key	By June 30, 2023, all payment vouchers had been secured behind locked doors.	180	165
Advising clients and staff on the status of their payment	Number of staff and clients assisted	Average of 7 clients per day	As of June 30, 2023, employees had been informed of the status of their payments.	190	185



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Ensuring that payments are made and imprest accounted for as per the finance policy and regulations	Number of payments and imprest processed and filed appropriately	All payments made and accounted for	The paid staff imprest had been appropriately processed and filed.	190	160
Ensuring that payments are made and imprest accounted for as per the finance policy and regulations	Number of payments and imprest processed and filed appropriately			0	0
<b>Total Appraisee Score on Performance Targets</b>				<b>1880.00</b>	<b>1725.00</b>
<b>Mean Appraisal Scores</b>				<b>170.91%</b>	<b>156.82%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
targets are smart and achievable	The targets set 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
All the targets were and are achievable	The predetermined targets had been achieved as per set targets.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To examine,invoice,input payment into IFMIS and imprest on daily basis	Number of documents examined,invoiced and updated in the system	target not changed	100 documents examined
Assist in preparation and maintenance of cashbooks on daily basis	Updated and reviewed Cashbook by Senior Accountant	Target not changed	Cash books maintained up to date
Assist in duly filing of payment vouchers and MEMOS appropriately	Updated and reviewed registers by Senior Accountant	Target not changed	All vouchers and Memos are in order and are up to date
Monthly reconciliation of Car loan & mortgage cash book by 15th of every month	Up to date bank reconciliation cash books	Target not changed	Up to date Monthly reconciliation for the financial year
Assisting in examination, preparation of schedules and forwarding Memos for compensation of government projects	Number of files Examined and forwarded for payment	Target not changed	10 Files examined and forwarded for payment



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Assisting in Processing of salary by 27th of every month and salary advances when requested.	Number of salary advances processed and monthly salary paid and filed appropriately	Target not changed	All salary and salary advance paid and up to date
Confirmatory of vouchers that are surrendered are in the line with the initial authority	Number of vouchers examined, reversed, surrendered in the system and reimbursed	Target not changed	All surrenders are up to date though it is ongoing process
Keeping custody of vouchers, authority memo's and other accountable documents on daily basis	Number of vouchers, memo's kept	Target not changed	All vouchers received are up to date
Advising clients and staff on the status of their payment	Number of staff and clients assisted	Target not changed	Ongoing process
Ensuring that payments are made and imprest accounted for as per the finance policy and regulations	Number of payments and imprest processed and filed appropriately	Target not changed	All payment and imprest are accounted for on daily basis

### MID YEAR APPRAISEES'S COMMENTS

All my targets will be achieved by end of financial year 2022/2023

### MID YEAR IMMEDIATE SUPERVISORS COMMENTS

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

i do my work with Integrity

### IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

The officer performs her duties with integrity and professionalism.

### STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Supervisory Skills	1 month	Supervisory management

### APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

### IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

The above training is applicable to officer's area of professional.

### SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

#### Second Supervisor Comments

#### Second Supervisor Recommendations



## INDIVIDUAL APPRAISAL REPORT

YOU HAVE SHOWN GREAT WORK ETHIC

REVIEW FOR CLOSURE