



## INDIVIDUAL APPRAISAL REPORT

| PERSONAL DETAILS             |                        |  |                                   |
|------------------------------|------------------------|--|-----------------------------------|
| <b>Staff Number:</b>         | 2004014310             | <b>Staff Name:</b>                       | Abdi Hassan Hussein               |
| <b>ID Number:</b>            | 23825879               | <b>Employee E-mail:</b>                  | abdi.hussein@landcommission.go.ke |
| <b>Appraisal Type:</b>       | ANNUAL FINANCIAL YEAR  | <b>Appraisal Period:</b>                 | 2021-2022                         |
| <b>Terms of Service:</b>     | Deployed               | <b>Gender:</b>                           | Male                              |
| <b>Work Station</b>          | 47-Nairobi City County | <b>Job Grade:</b>                        | NLC6                              |
| <b>Dept/Directorate</b>      | F&CP                   | <b>Appraisal Status</b>                  | Approved/Closed/HR                |
| <b>Immediate Supervisor:</b> | Moses Kimathi Laibuta  | <b>Immediate Supervisor Designation:</b> | Principal Accountant              |
| <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 organizations processes and produces |
| Enhanced efficiency in commissions operations  |
| Efficient and effective administration services  |

| AGREED PERFORMANCE TARGETS  |  |   |  |                    |               |
|---|--|---|--|--------------------|---------------|
| Agreed Performance Target   | Performance Indicator  | Results Achieved  | Agreed Actual Results Achieved                                     | Appraisee's Rating | Agreed Rating |
| To ensure that special funds including donor, programmes and projects funds; FAO are accounted for in accordance with PFM Act and laid down Donor procedures by 30th of each financial year | Updated Bank statements, Bank Reconciliation and well prepared Financial statements in accordance with PFM ACT | FAO Donor funded project fully accounted for as per PFM Act | Donor funded project well accounted for in accordance with the law | 195                | 190           |
| To Prepare and maintain balanced Cashbook on daily basis  | Updated cashbook   | Updated cashbook  | Well updated cashbook  | 190                | 185           |
| To Prepare Monthly Bank reconciliation by 5th of Every Month  | Bank reconciliation completed and filled appropriately   | Updated Bank reconciliation                                 | Well updated bank reconciliation                                   | 190                | 190           |
| To Prepare and compile Quarterly and annual financial reports by 15th of every month and 15th of July after closure of each financial year respectively                                     | Reports prepared and submitted within the required time frame  | Reports fully submitted within the time frame               | Financial reports submitted as per the laid down regulations       | 195                | 190           |



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|   |  |  |   |                |                |
|---|--|--|---|----------------|----------------|
| To ensure examination of both Compensation and GOK payment vouchers within a period of three working days   | Number of payment Vouchers and compensation schedule examined            | fully examined payment vouchers and compensation schedules | Payment vouchers and compensation schedules examined and forwarded for payment within the time frame. | 195            | 180            |
| To Ensure Updated imprest register,Expenditure returns and timely staff communication on any issues arising from voucher /imprest surrenders examination on daily basis | Updated Imprest register,Expenditure returns and number of issues sorted | Well updated imprest register and expenditure returns      | Well updated imprest register and expenditure returns   | 180            | 170            |
| To Keep safe custody of the Commission's financial records and assets on daily basis  | Commission's Financial records and Assets fully secured                  | Commission;s Financial records and Assets fully secured    | Well secured financial records in accordance with the laid down procedures                            | 185            | 180            |
| <b>Total Appraisee Score on Performance Targets</b>   |  |  |   | <b>1330.00</b> | <b>1285.00</b> |
| <b>Mean Appraisal Scores</b>  |  |  |   | <b>190%</b>    | <b>183.57%</b> |

| APPRAISEE'S COMMENTS ON TARGET SETTING    | IMMEDIATE SUPERVISOR'S ON TARGET SETTING   |
|---|--|
| The performance targets were set amicably | The set targets were within the time frame |

| 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 set targets were achieved accordingly  | The set targets were achieved within the required time frame.   |

| MID YEAR REVIEW   |  |                         |               |
|---|--|-------------------------|---------------|
| Agreed Performance Target   | Performance Indicator  | Target changed or Added | Remarks       |
| To ensure that special funds including donor, programmes and projects funds; FAO are accounted for in accordance with PFM Act and laid down Donor procedures by 30th of each financial year | Updated Bank statements, Bank Reconciliation and well prepared Financial statements in accordance with PFM ACT | Target not changed      | Ongoing - 90% |



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|   |  |                    |                |
|---|--|--------------------|----------------|
| To Prepare and maintain balanced Cashbook on daily basis  | Updated cashbook   | Target not changed | Ongoing - 90%  |
| To Prepare Monthly Bank reconciliation by 5th of Every Month  | Bank reconciliation completed and filled appropriately                   | Target not changed | Ongoing - 100% |
| To Prepare and compile Quarterly and annual financial reports by 15th of every month and 15th of July after closure of each financial year respectively                 | Reports prepared and submitted within the required time frame            | Target not changed | ongoing - 100% |
| To ensure examination of both Compensation and GOK payment vouchers within a period of three working days   | Number of payment Vouchers and compensation schedule examined            | Target not changed | ongoing - 90%  |
| To Ensure Updated imprest register,Expenditure returns and timely staff communication on any issues arising from voucher /imprest surrenders examination on daily basis | Updated Imprest register,Expenditure returns and number of issues sorted | Target not changed | ongoing - 85%  |
| To Keep safe custody of the Commission's financial records and assets on daily basis  | Commission's Financial records and Assets fully secured                  | Target not changed | ongoing - 100% |

### MID YEAR APPRAISEES'S COMMENTS

The set targets are achievable

### 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

iwill carry out my duties and responsibilities with proffessionalism at all times

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

The officer is professional in his duties and responsibilities

### STAFF TRAINING AND DEVELOPMENT NEEDS

| Training & Development Needs               | Duration | Type of Training  |
|--|----------|-------------------|
| Donor Funded Project and Management Skills | 4 weeks  | Management Course |
| Senior Management Course                   | 4 weeks  | Management Course |



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| APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS  |  | IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS |  |
|---|--|---|--|
| The Training needs indicated above will assist me in accelerating my performance to a greater heights |  | The training is relevant to the officer's area of profession  |  |
| SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS  |  |   |  |
| Second Supervisor Comments  |  | Second Supervisor Recommendations                             |  |
| Good performance! Aim Higher on the next FY.  |  | Need Further capacity building to increase service delivery   |  |