



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210557	Staff Name:	Peter Mihuro Njoora
ID Number:	32916174	Employee E-mail:	peter.njoora@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	F&CP	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Abdi Hassan Hussein	Immediate Supervisor Designation:	Deployed
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

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Prepare and file payment vouchers on daily basis	Updated and fully signed payment vouchers for FY 2023/2024	Payment vouchers filed for FY 2023/2024	The financial year 2023–2024's paid vouchers were filed in chronological order.	195	170
Invoice staff claims and merchants payments respectively	Updated invoice registers and fully signed merchants payments vouchers for FY 2023/2024	Fully processed and filed invoices, staff claims and supplier payments for FY 2023/2024	Processed staff claims and suppliers payment were filed accordingly.	190	170



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Prepare and examine Compensation payment schedules for Project Affected Persons Paps	Fully examined Compensation payment schedules files for Project Affected Persons Paps for FY 20223/2024	Files for payments schedules for project affected Persons fully examined and signed	The examined compensation schedules for the financial year 2023-2024 were transmitted to the rightful owners.	200	190
Carry out weekly reconciliation of Compensation payments for Project Affected Persons Paps	Reconciled Compensation payments files for Project Affected Persons Paps for FY 2023/2024	Reports and files for reconciliations for compensation payments for Project Affected Persons.	The files pertaining to compensation payments for the fiscal year 2023–2024 had been appropriately reconciled.	195	195
Assist in compiling of Quarterly and Annual financial statements.	Delivered Quarterly and Annual financial statements reports to respective agencies within the set time frame for FY 2023/2024	Financial reports for FY 2023/2024	The submitted financial statements for the financial year 2023–2024 were filed accordingly.	190	160
Assist in compiling of Quarterly reports for road projects	Compiled Quarterly and Annual reports for road projects for FY 2023/2024	Financial reports for FY 2023/2024	The annual and quarterly reports for the fiscal year 2023–2024 were correctly compiled as of June 30, 2024.	185	190
Total Appraisee Score on Performance Targets				1155.00	1075.00
Mean Appraisal Scores				192.5%	179.17%

APPRAISEE'S COMMENTS ON TARGET SETTING

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

The targets set were agreed upon in collaboration with the Supervisor

The time frame allows for the achievement of the defined goals.



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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 targets set were achieved.	As of June 30, 2024, the predetermined goals that were agreed upon had been accomplished.

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Prepare and file payment vouchers on daily basis	Updated and fully signed payment vouchers for FY 2023/2024	No target Changed or Added	95%
Invoice staff claims and merchants payments respectively	Updated invoice registers and fully signed merchants payments vouchers for FY 2023/2024	No target Changed or Added	90%
Prepare and examine Compensation payment schedules for Project Affected Persons Paps	Fully examined Compensation payment schedules files for Project Affected Persons Paps for FY 2023/2024	No target Changed or Added	90%
Carry out weekly reconciliation of Compensation payments for Project Affected Persons Paps	Reconciled Compensation payments files for Project Affected Persons Paps for FY 2023/2024	No target Changed or Added	95%
Assist in compiling of Quarterly and Annual financial statements.	Delivered Quarterly and Annual financial statements reports to respective agencies within the set time frame for FY 2023/2024	No target Changed or Added	85%
Assist in compiling of Quarterly reports for road projects	Compiled Quarterly and Annual reports for road projects for FY 2023/2024	No target Changed or Added	90%

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The targets set are achievable and were agreed upon with the Supervisor	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
	The officer works diligently and professionally.



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
International Public Sector Accounting Standards (IPSAS)	2 weeks	Management course
Records management	3 weeks	Management course
Advanced Financial Management Course for Project accountants Implementing Government and World Bank funded Projects	2 weeks	Management course
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The trainings will help improve my competency		The trainings are relevant to the officer's line of work.
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	