



INDIVIDUAL APPRAISAL REPORT

| PERSONAL DETAILS | | | |
|------------------------------|---------------------------|--|---------------------------------------|
| Staff Number: | NLC20150147 | Staff Name: | Henry Murithi Geoffrey |
| ID Number: | 24454155 | Employee E-mail: | henry.murithi@landcommission.go.ke |
| Appraisal Type: | ANNUAL FINANCIAL YEAR | Appraisal Period: | 2022-2023 |
| Terms of Service: | Permanent and Pensionable | Gender: | Male |
| Work Station | 47-Nairobi City County | Job Grade: | NLC6 |
| Dept/Directorate | F&CP | Appraisal Status | Approved/Closed/HR |
| 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 |
| Increased efficiency in budget implementation and budgetary control |
| Effective cost managements and efficient internal control systems in the organizations processes and procedures |
| Enhanced efficiency in commission operations |
| Effective county coordination offices |
| Efficient and effective administration services |

| AGREED PERFORMANCE TARGETS | | | | | |
|--|--|---|---|--------------------|---------------|
| Agreed Performance Target | Performance Indicator | Results Achieved | Agreed Actual Results Achieved | Appraisee's Rating | Agreed Rating |
| Examination of payment vouchers (max Lead time of 30 days) on a timely basis in accordance with the laid down rules and regulations | An average of nine payment vouchers per day | The target was achieved by examining an average of 15 vouchers and the turn around time of the same reduced by 15days | As of June 30th, a sufficient number of vouchers had been examined. | 170 | 180 |
| Ensure timely communication to staff and to procurement office on any examination issues arising from Voucher /Imprest surrenders examination is done within five working days | no pending payment or surrender will exceed 5 working days | All matters arising from payment vouchers and imprests were addressed within 3days | Vouchers for suppliers and staff surrender were processed on time. | 170 | 170 |



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|---|--|--|--|----------------|----------------|
| Capturing data, maintaining primary records such as cashbooks ledgers, vote books, registers and preparing simple management reports e.g. Imprest and expenditure returns etc.; | finance record are upto date within ten working days | Financial records were updated within 4days and book of original entry updated immediately on a daily basis. | well-updated primary records as of June 30th, 2023. | 170 | 150 |
| Analyze below the line accounts and take necessary action | issue quarterly report to the senior account for compiling | System clean up was done on a quarterly basis before preparation of financial reports. | Quarterly report compiled and submitted to the national treasury in accordance with the PFM Act. | 180 | 180 |
| Posting of salary journal and invoicing in the system. | Monthly salary journal and invoices | Twelve salary journals were prepared and posted through the financial year | All salary journals and invoices were posted in the system as of June 30th 2023. | 180 | 185 |
| Imprest surrenders (4days)on a timely basis in accordance with the laid down rules and regulations | An average of seven payments and surrenders per day. | Fast tracking of imprest surrender to ensure it was done by third day | Vouchers for employee surrender were successfully completed within the allotted time frame. | 160 | 165 |
| Capturing data, maintaining primary records such as cashbooks ledgers, vote books, registers and preparing simple management reports e.g. Imprest and expenditure returns etc.; | Finance record are upto date within ten working days | Financial records were updated within 4days and book of original entry updated immediately on a daily basis. | | 170 | 0 |
| Total Appraisee Score on Performance Targets | | | | 1200.00 | 1030.00 |
| Mean Appraisal Scores | | | | 171.43% | 147.14% |



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| APPRAISEE'S COMMENTS ON TARGET SETTING | IMMEDIATE SUPERVISOR'S ON TARGET SETTING |
|--|--|
| In consultation with the immediate supervisor, the above targets were agreed upon and are achieved | The goals established can be met. |

| 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 were reasonable and Achievable | |

MID YEAR REVIEW

| Agreed Performance Target | Performance Indicator | Target changed or Added | Remarks |
|---|--|-------------------------|--|
| Examination of payment vouchers (max Lead time of 30 days) on a timely basis in accordance with the laid down rules and regulations | An average of nine payment vouchers per day | Target Not changed | Examination of payment vouchers is timely and up to date in accordance with the laid down rules and regulations. |
| Ensure timely communication to staff and to procurement office on any examination issues arising from Voucher /Imprest surrenders examination is done within five working days | no pending payment or surrender will exceed 5 working days | Target Not changed | No pending payments or surrender has exceeded 5 working days. |
| Capturing data, maintaining primary records such as cashbooks ledgers, vote books, registers and preparing simple management reports e.g. Imprest and expenditure returns etc.; | finance record are upto date within ten working days | Target Not changed | All finance records are up to date within ten working days. |
| Analyze below the line accounts and take necessary action | issue quarterly report to the senior account for compiling | Target Not changed | All quarterly reports issued to the senior accountant for compiling. |
| Posting of salary journal and invoicing in the system. | Monthly salary journal and invoices | Target Not changed | All monthly salary journals and invoices are posted and up to date. |
| Imprest surrenders (4days)on a timely basis in accordance with the laid down rules and regulations | An average of seven payments and surrenders per day. | Target Not changed | All imprest surrenders are timely and up to date in accordance with the laid down rules and regulations. |



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|---|--|--------------------|--|
| Capturing data, maintaining primary records such as cashbooks ledgers, vote books, registers and preparing simple management reports e.g. Imprest and expenditure returns etc.; | Finance record are upto date within ten working days | Target Not changed | All finance records are up to date for FY22/23 |
|---|--|--------------------|--|

MID YEAR APPRAISEES'S COMMENTS

The targets are achievable

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

The goals established can be met.

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 am professional and efficient in my work

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

The officer does his work with professionalism

STAFF TRAINING AND DEVELOPMENT NEEDS

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

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

The skills will help me in my day to day work.

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

The officer's field of expertise is compatible with the aforementioned training.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

| Second Supervisor Comments | Second Supervisor Recommendations |
|---|-----------------------------------|
| YOU HAVE DEMONSTRATED THE ABILITY TO TAKE ON NEW DUTIES WITH EFFECIENCY MURIITHI,KEEP IT UP | REVIEW FOR CLOSURE |