



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150334	Staff Name:	Wairimu Mutitu
ID Number:	22538343	Employee E-mail:	felister.mutitu@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	F&CP	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Fatma Thabit Imam	Immediate Supervisor Designation:	Senior Accountant
Second Supervisor:	Benard Cherutich Kibet	Supervisor Designation:	Director

DEPARTMENTAL OBJECTIVES
1.Enhance funding of the Commission budget
2. Ensure there is increased efficiency in budget implementation and Budgetary control
3. Confirm there is effective cost management and efficient internal control systems in the Commission processes and procedures
4. Enhance efficiency in Commission operations
5. Ensure effective and efficient County Coordination offices

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To invoice staff claims and suppliers payments on daily basis	Daily updated invoice register and updated register of supplier invoices invoiced to IFMIS for FY 2022/23	Fully updated invoice register and updated suppliers invoices register for FY 2022/2023	Accurately invoice register updated for FY 2022/23	190	150
To prepare staff imprest on daily basis	Daily updated staff imprest register for FY 2022/23	Fully updated staff imprest register for FY 2022/2023	An approved staff imprest register for FY 2022/23	195	190



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To examine and verify staff claims and merchants invoices on daily basis	Daily fully examined and verified staff claims and merchants invoices for FY 2022/23	Fully examined and verified staff claims files and fully examined merchants invoices files filled for FY 2022/2023	verified staff claims committed in IFMIS sytem by PFO	185	185
To pass imprest journals and salary journals on a daily and monthly basis	Daily updated imprest journals and monthly updated salary journals for FY 2022/23	Updated imprest journals and salary journals for FY 2022/2023	Approved updated journals for 2022/23	190	175
To assist in exchequer requests for payments on daily basis	Daily updated list of all exchequer requests made for FY 2022/23	Exchequer request reports for FY 2022/2023	Received approved exchequer requests for FY2022/23	180	150
To keep custody of vouchers, authority memo's and other accountable documents on daily basis	Updated memo requests files and payment vouchers files for FY 2022/23	Fully updated memo request files and fully updated payment vouchers files for FY 2022/2023	accessible files of memo requests and payment vouchers for FY 2022/23	195	195
To confirm that vouchers surrendered are in line with the initial authority on daily basis	Updated surrendered files and vouchers for FY 2022/23	Fully updated surrender vouchers for FY 2022/2023	cleared surrenders filed for FY 2022/23	190	195
Daily IFMIS payments	Updated and fully signed payment vouchers for FY 2022/23	Fully signed and updated payment vouchers for FY 2022/2023	Paid payment vouchers for FY 2022/23	195	180
To assist in compiling of quarterly and annual financial statements	Financial statements for FY 2022/23	Signed Financial Statements for FY 2022/2023	Approved and filed FY 2022/23	190	150



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Daily examination and preparation of schedules for compulsory land acquisition projects	Fully examined schedules and payments for project affected persons	Fully examined and signed payments schedules for project affected persons for F/Y 2022/2023	Compensated PAPs	198	195
Total Appraisee Score on Performance Targets				1908.00	1765.00
Mean Appraisal Scores				190.8%	176.5%

APPRAISEE'S COMMENTS ON TARGET SETTING

The targets were set in agreement with the supervisor.

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

The specified set goals can be attained.

APPRAISEE'S COMMENTS ON PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE

The targets were achievable and was able to efficiently perform them with the guidance of the supervisor, looking forward to getting training on the requested training needs.

IMMEDIATE SUPERVISOR'S COMMENTS ON APPRAISEE'S PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE

The predetermined goals were successfully achieved in line with the laid down time frame.

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To invoice staff claims and suppliers payments on daily basis	Daily updated invoice register and updated register of supplier invoices invoiced to IFMIS for FY 2022/23	No target change or additions	50%
To prepare staff imprest on daily basis	Daily updated staff imprest register for FY 2022/23	No target change or additions	50%
To examine and verify staff claims and merchants invoices on daily basis	Daily fully examined and verified staff claims and merchants invoices for FY 2022/23	No target change or additions	50%
To pass imprest journals and salary journals on a daily and monthly basis	Daily updated imprest journals and monthly updated salary journals for FY 2022/23	No target change or additions	50%
To assist in exchequer requests for payments on daily basis	Daily updated list of all exchequer requests made for FY 2022/23	No target change or additions	70%



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To keep custody of vouchers, authority memo's and other accountable documents on daily basis	Updated memo requests files and payment vouchers files for FY 2022/23	No target change or additions	90%
To confirm that vouchers surrendered are in line with the initial authority on daily basis	Updated surrendered files and vouchers for FY 2022/23	No target change or additions	50%
Daily IFMIS payments	Updated and fully signed payment vouchers for FY 2022/23	No target change or additions	70%
To assist in compiling of quarterly and annual financial statements	Financial statements for FY 2022/23	No target change or additions	90%
Daily examination and preparation of schedules for compulsory land acquisition projects	Fully examined schedules and payments for project affected persons	No target change or additions	70%

MID YEAR APPRAISEES'S COMMENTS

The set target are achievable and within the timeline.

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

To always uphold professionalism

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

The officer does her work with professionalism

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Supervisory Skills	2 weeks	Supervisory Management course
Advanced excel and data modelling	2 weeks	Advancing excel data modelling

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

The training needs will enable in improving proficiency

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

The trainings are relevant to the officer's area of professional

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments

Second Supervisor Recommendations



INDIVIDUAL APPRAISAL REPORT

WAIRIMU IS VERY EFFICIENT & RELIABLE TEAM MEMBER

REVIEW FOR CLOSURE