



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20140027	Staff Name:	Ochuodho Ouma Peter
ID Number:	24162408	Employee E-mail:	peter.ouma@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:	NLC3
Dept/Directorate	IA&RM	Appraisal Status	Appraisee Reviewed
Immediate Supervisor:	Tache Kabale Arero	Immediate Supervisor Designation:	Acting Chief Executive Officer
Second Supervisor:	Tache Kabale Arero	Supervisor Designation:	Acting Chief Executive Officer

DEPARTMENTAL OBJECTIVES

To enhance and protect the Commission's value by providing risk-based and objective assurance, advice and insight

Appraisee Departmental Objectives To undertake audits in accordance with IPPF Standards

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Review and approve twelve (12) audit plans and programs for implementation during the financial year 2022/2023	Twelve (12) audit plans and programs approved	Twelve (12) audit plans and programs approved		100	0
Review and approve twelve (12) audit reports	Twelve (12) audit reports approved	Twelve (12) audit reports approved		100	0
Coordinate follow-ups on status of implementation of audit recommendations on quarterly basis	the four quarterly reports approved	Approved four reports		100	0
Prepare draft Internal Audit Strategic Plan	The draft strategic plan	The draft strategic plan 50% complete		100	0
To coordinate two (2) specialized trainings for Internal Auditors	Training certificates/reports	Coordinated four trainings for auditors		100	0
Prepare ARMC minutes and ARMC reports to the Commission on quarterly basis	Four (4) minutes and four (4) reports	Four (4) minutes and four (4) reports filed		100	0
Review and approve twelve (12) audit working papers files	the approved twelve (12) working papers files	Approved twelve working papers		100	0



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Conduct bi-monthly staff meetings for the Internal Audit Department	Six (6) minutes approved/filed	Six (6) minutes approved/filed		100	0
Approve inventory of fixed assets for the Internal Audit Department	The approved inventory register	The approved inventory filed		100	0
Preparation and presentation of annual report on the Internal Audit Activity to the ARMC	The approved IAA report	The IAA report done and presented to ARMC and Management		100	0
Conduct two sensitization sessions to Commission staff on Internal Audit matters	Two sensitization sessions held	Conducted three awareness sessions		100	0
Undertake a benchmarking workshop on QAIP	The approved benchmarking workshop report	Undertook benchmarking with TSC and documented a report		100	0
Total Appraisee Score on Performance Targets				1200.00	0.00
Mean Appraisal Scores				100%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets have been set based on the IA Plan for the FY2022/23	

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 performance was satisfactory	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Review and approve twelve (12) audit plans and programs for implementation during the financial year 2022/2023	Twelve (12) audit plans and programs approved	No target variation	Approved 6 audit programs
Review and approve twelve (12) audit reports	Twelve (12) audit reports approved	No target variation	Approved 3 audit reports
Coordinate follow-ups on status of implementation of audit recommendations on quarterly basis	the four quarterly reports approved	No target variation	Approved 1 report



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Prepare draft Internal Audit Strategic Plan	The draft strategic plan	No target variation. Preparation to begin in quarter IV	-
To coordinate two (2) specialized trainings for Internal Auditors	Training certificates/reports	No target variation	100% achieved
Prepare ARMC minutes and ARMC reports to the Commission on quarterly basis	Four (4) minutes and four (4) reports	No target variation	50% achieved
Review and approve twelve (12) audit working papers files	the approved twelve (12) working papers files	No target variation	10% achieved
Conduct bi-monthly staff meetings for the Internal Audit Department	Six (6) minutes approved/filed	No target variation	50% achieved
Approve inventory of fixed assets for the Internal Audit Department	The approved inventory register	No target variation	100% achieved
Preparation and presentation of annual report on the Internal Audit Activity to the ARMC	The approved IAA report	No target variation	Report prepared. Awaiting ARMC presentation.
Conduct two sensitization sessions to Commission staff on Internal Audit matters	Two sensitization sessions held	No target variation	Not yet undertaken
Undertake a benchmarking workshop on QAIP	The approved benchmarking workshop report	No target variation	100% achieved

MID YEAR APPRAISEES'S COMMENTS

No significant target variation

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

On target

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Training on Quality Assurance and Improvement Program	one week	Management
Senior Management Course	four (4) weeks	Management



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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The appraisee was not trained on the identified areas	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations