



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150143	Staff Name:	Daniel Righa Mwakio
ID Number:	11654761	Employee E-mail:	daniel.mwakio@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:	NLC3
Dept/Directorate	F&CP	Appraisal Status	Supervisor
Immediate Supervisor:	Benard Cherutich Kibet	Immediate Supervisor Designation:	Director Finance & Corporate Planning
Second Supervisor:	Benard Cherutich Kibet	Supervisor Designation:	Director Finance & Corporate Planning

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
Prepare the Commission Annual Budget,Supplementary Budget Estimates for FY 2024/2025	Annual Budget,Supplementary Budget Estimates reports for FY 2024/2025	Proper implementation of Annual budget 2023-2024 and successful preparation of supplementary budget estimates for financial year 2024-2025.		190	0
Annual Budget and Supplementary budget implementation and control for FY 2023/2024	Charge vote book to all payment vouchers and imprests as per the workplans In the fiscal year 2023/2024	Payment vouchers and imprests were charged as per work plans		190	0



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Daily review and approve manually imprest warrants and payment vouchers presented by user departments, to enhance accountability	Manually approved imprest warrants and payment vouchers paid on a daily basis	Payment vouchers and imprest warrants were approved accordingly		180	0
Pending bills for financial year 2023/2024	Paid partly pending bills for financial year 2022/2023 based on available budget allocation	Verified pending bills were paid on available budget allocation		170	0
Authorize payments in IFMIS	IFMIS approved payments.	All properly examined payments were successfully passed through the IFMIS.		165	0
Authorize Budgets/Workplan in IFMIS	Authorized Budgets /workplans in IFMIS	Successful authorization of budgets/workplan in IFMIS		180	0
File quarterly and annual returns to National Treasury	Quarterly and annual returns reports to National Treasury	successful dispatch of quarterly and annual returns to the National treasury		180	0
To prepare monthly and quarterly budget vs actual expenditure budget reports(variance reports) for management use, decision making and recommendations for FY 2023/2024	Budget & Financial Expenditure reports	Budget and Expenditure reports for fiscal year 2023-2024 were prepared for management use		180	0
Supervise and Appraise staff in the Directorate.	Reviewed staff performance appraisals annual & Midyear	Staff performance appraisals for fiscal year 2023-2024 were properly finalised for decision making purpose.		160	0
Total Appraisee Score on Performance Targets				1595.00	0.00



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Mean Appraisal Scores		177.22%	0%
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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The set targets are achievable	The set targets are achievable

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 agreed goals were met by hitting the designated targets.	The set targets were accomplished

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The set targets are achievable.	The set targets are achievable

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Managerial and Supervisory Competence	Accountability in Managing Resources	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Normally, I exercise extreme caution when managing the commission's resources.	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Strategic Leadership Development Programme (SLDP)	6 weeks	Leadership Development
Training on IPSAS Accrual accounting Training and Reporting	1 week	Technical Training
Taxation and Changes in New Tax Regime	1 week	Managerial
Supervisory and Leadership Skills	1 week	Supervisory

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I request to be facilitated on the above trainings to be able to acquire necessary skills to facilitate discharge of my duties.	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations



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