



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150149	<b>Staff Name:</b>	Harun Njiri Ndungu
<b>ID Number:</b>	28101681	<b>Employee E-mail:</b>	harun.njiri@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2023-2024
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC6
<b>Dept/Directorate</b>	F&CP	<b>Appraisal Status</b>	Immediate Supervisor Reviewed
<b>Immediate Supervisor:</b>	Abdi Hassan Hussein	<b>Immediate Supervisor Designation:</b>	Deployed
<b>Second Supervisor:</b>	Benard Cherutich Kibet	<b>Supervisor Designation:</b>	Director Finance & Corporate Planning

DEPARTMENTAL OBJECTIVES
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
Effective county coordination offices
Efficient and effective administration services
Enhanced efficiency in commission operations

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
IMPREST PROCESSING FOR BOTH STANDING AND TEMPORARY IMPREST	MONTHLY RECONCILIATION OF ALL PAYMENT REQUESTS	I WAS ABLE TO DO PAYMENT RECONCILIATION ON MONTHLY BASIS AND MADE SURE THAT THERE WAS NO PENDING BILLS FOR ALL ALLOCATED EXPENDITURES		180	0



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SURRENDER OF IMPREST BOTH PHYSICAL DOCUMENTS AND SYSTEM SURRENDER	RECONCILIATION AND RUNNING OF UNSURRENDERED IMPREST IN THE SYSTEM	I WAS ABLE TO SURRENDER ALL IMPREST ISSUED UNDER THE FINANCIAL YEAR IN REVIEW AND COMMENDABLE WORK WAS UNDERTAKEN		185	0
INVOICING OF CLAIMS AND SALARIES	MONTHLY RECONCILIATION ALL PAYABLES AND CLAIMS REQUEST	I WAS ABLE TO DO PAYMENT RECONCILIATION ON A MONTHLY BASIS ON ALL INVOICES AND MADE SURE THAT THERE WAS NO PENDING BILLS FOR ALL ALLOCATED EXPENDITURES.		180	0
EXAMINATION AND PREPARATION OF COMPENSATION DOCUMENTS FOR AFFECTED PERSONS UNDER FROM DIFFERENT PROJECTS IN THE COUNTRY	DAILY RECONCILIATION OF PAYABLE AND NON PAYABLE PAPS	ON ALL PROJECTS ALLOCATED TO ME,I HAVE AN UPDATED SCHEDULE OF ALL PAYABLE PAYMENTS AND PENDING PAYMENTS WHICH ARE YET TO BE SUPPORTED FULLY FOR THE PURPOSE OF PAYMENT.		180	0



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IMPREST PROCESSIONING FOR BOTH STANDING AND TEMPORARY IMPREST	MONTHLY RECONCILIATION OF ALL PAYMENT REQUESTS	FOR ALL APPROVED MEMOS ON IMPREST AND WHICH WERE ALLOCATED FUNDS I WAS ABLE TO BE PAID LEAVING ON OUTSTANDING IMPREST FOR PAYMENT.		180	0
SURRENDER OF IMPREST BOTH PHYSICAL DOCUMENTS AND SYSTEM SURRENDER	RECONCILIATION AND RUNNING OF UNSURRENDERED IMPREST IN THE SYSTEM	AS PER END YEAR PROCEDURES ON CLOSING THE FINANCIAL YEAR,I WAS ABLE TO SURRENDER ALL IMPREST ISSUED BOTH PHYSICALLY AND IN THE SYSTEM		185	0
<b>Total Appraisee Score on Performance Targets</b>				<b>1090.00</b>	<b>0.00</b>
<b>Mean Appraisal Scores</b>				<b>181.67%</b>	<b>0%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The performance targets were set amicably	The targets were set accordingly

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 SMART AND ACHIEVABLE.	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
IMPREST PROCESSIONING FOR BOTH STANDING AND TEMPORARY IMPREST	MONTHLY RECONCILIATION OF ALL PAYMENT REQUESTS	TARGET NOT CHANGED	95%



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SURRENDER OF IMPREST BOTH PHYSICAL DOCUMENTS AND SYSTEM SURRENDER	RECONCILIATION AND RUNNING OF UNSURRENDERED IMPREST IN THE SYSTEM	TARGET NOT CHANGED	88%
INVOICING OF CLAIMS AND SALARIES	MONTHLY RECONCILIATION ALL PAYABLES AND CLAIMS REQUEST	TARGET NOT CHANGED	95%
EXAMINATION AND PREPARATION OF COMPENSATION DOCUMENTS FOR AFFECTED PERSONS UNDER FROM DIFFERENT PROJECTS IN THE COUNTRY	DAILY RECONCILIATION OF PAYABLE AND NON PAYABLE PAPS	TARGET NOT CHANGED	80%
IMPREST PROPROCESSING FOR BOTH STANDING AND TEMPORARY IMPREST	MONTHLY RECONCILIATION OF ALL PAYMENT REQUESTS	TARGET NOT CHANGED	95%
SURRENDER OF IMPREST BOTH PHYSICAL DOCUMENTS AND SYSTEM SURRENDER	RECONCILIATION AND RUNNING OF UNSURRENDERED IMPREST IN THE SYSTEM	TARGET NOT CHANGED	88%

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The targets set are achievable.	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	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I AM VERY EFFICIENT IN MY WORK	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Supervisory skills	3 months	supervisory management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training will play a part in improving my skills	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations



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