



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150149	Staff Name:	Harun Njiri Ndungu
ID Number:	28101681	Employee E-mail:	harun.njiri@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

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	Improved Monthly reconciliation of employee claim requests on the IFMIS System as of June 30, 2023.	160	180



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SURRENDER OF IMPREST BOTH PHYSICAL DOCUMENTS AND SYSTEM SURRENDER	RECONCILIATION AND RUNNING OF UNSURRENDERED IMPREST IN THE SYSTEM	WE WERE ABLE TO SURRENDER ALL IMPREST ISSUED UNDER THE FINANCIAL YEAR IN REVIEW AND COMMENDABLE WORK WAS UNDERTAKEN.	Staff imprests surrenders were effectively processed on IFMIS, resulting in a complete reduction in outstanding imprest as of June 30, 2023.	180	195
INVOICING OF CLAIMS AND SALARIES	MONTHLY RECONCILIATION ALL PAYABLES AND CLAIMS REQUEST	WE WERE 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.	well-updated payables and claim requests on the IFMIS System as of June 30, 2023.	160	170
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.	well-updated project status, i.e., Payable and non-payable project affected persons (PAPS) as of June 30th, 2023.	150	155



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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 WERE ABLE TO BE PAID LEAVING ON OUTSTANDING IMPREST FOR PAYMENT.	During the fiscal year 2022–2023, staff imprests were handled quickly and effectively	180	185
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,WE WERE ABLE TO SURRENDER ALL IMPREST ISSUED BOTH PHYSICALLY AND IN THE SYSTEM.		190	0
Total Appraisee Score on Performance Targets				1020.00	885.00
Mean Appraisal Scores				170%	147.5 %

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The performance targets were set amicably	With the established schedule, the goals are attainable.
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	The predetermined goals were accomplished within the predetermined time frames.



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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	NO TARGET CHANGED	80%
SURRENDER OF IMPREST BOTH PHYSICAL DOCUMENTS AND SYSTEM SURRENDER	RECONCILIATION AND RUNNING OF UNSURRENDERED IMPREST IN THE SYSTEM	NO TARGET CHANGED	80%
INVOICING OF CLAIMS AND SALARIES	MONTHLY RECONCILIATION ALL PAYABLES AND CLAIMS REQUEST	NO TARGET CHANGED	70%
EXAMINATION AND PREPARATION OF COMPENSATION DOCUMENTS FOR AFFECTED PERSONS UNDER FROM DIFFERENT PROJECTS IN THE COUNTRY	DALLIY RECONCILIATION OF PAYABLE AND NON PAYABLE PAPS	NO TARGET CHANGED	80%
IMPREST PROCESSIONING FOR BOTH STANDING AND TEMPORARY IMPREST	MONTHLY RECONCILIATION OF ALL PAYMENT REQUESTS	NO TARGET CHANGE	70%
SURRENDER OF IMPREST BOTH PHYSICAL DOCUMENTS AND SYSTEM SURRENDER	RECONCILIATION AND RUNNING OF UNSURRENDERED IMPREST IN THE SYSTEM	NO TARGET CHANGE	80%

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Target were achievable, measurable and implemented	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
THE TARGETS WERE ACHIEVABLE	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 course



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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training will enable me to perfect my skills.	The above trainings are relevant to the officer's area of profession
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
YOU HAVE ALWAYS DELIVERED WORK AS SCHEDULED ,KEEP IT UP NDUNGU	REVIEW FOR CLOSURE