



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150344	<b>Staff Name:</b>	John Mutuku Kilonzo
<b>ID Number:</b>	24575319	<b>Employee E-mail:</b>	john.mutuku@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2022-2023
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	F&CP	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Fatma Thabit Imam	<b>Immediate Supervisor Designation:</b>	Senior Accountant
<b>Second Supervisor:</b>	Benard Cherutich Kibet	<b>Supervisor Designation:</b>	Director Finance & Corporate Planning

DEPARTMENTAL OBJECTIVES
Effective cost management and efficient internal control systems in the organization processes and procedures
Increased efficiency in budget implementation and budgetary control
Enhance Efficiency in the Commission through diligent execution of duties and responsibilities
Efficient and effective delivery of services to all stakeholders of the Commission
Enhance funding to the Commission budget

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To examine Suppliers/merchants invoices and payment vouchers on daily basis in accordance with the laid down rules and regulations for the FY 2022/2023	Number of merchants payment vouchers examined and forwarded to A.I.E for approval	Well examined suppliers/merchants payment vouchers and fully signed	Fully examined supplier payment vouchers in the fiscal year 2022–2023.	180	185
To examine staff claims and imprests on daily basis in accordance with the laid down rules and regulations FY 2022/2023	Number of claims and imprests examined, forwarded to A.I E for approval, processed and filed.	Fully examined staff claims and imprest requests forwarded and processed	A substantial number of staff claims were examined in the fiscal year 2022–2023.	172	180
To examine staff imprests surrenders on daily basis within the stipulated time for the FY 2022/2023	Number of imprests surrenders registered and processed within the set timelines.	fully examined and signed staff imprest surrenders	well-examined staff surrender vouchers in the fiscal year 2022-2023.	168	185



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To assist in invoicing payment vouchers and imprests on daily basis in accordance with the laid down rules and regulations for FY 2022/2023	Number of payment vouchers invoiced and forwarded for A.I.E approval on daily basis	well invoiced staff imprests and payment vouchers fully approved and processed	As of June 30, 2023, a respectable number of Payment vouchers had been invoiced.	161	140
To assist in daily filing of payment vouchers and MEMOs appropriately for the FY 2022/2023	Updated and reviewed payment vouchers register by the Senior Accountant	well filed payment vouchers for easy retrieval and reference	As of June 30, 2023, all paid vouchers had been chronologically filed.	178	160
To keep custody of approved MEMOs and other accountable documents weekly for the FY 2022/2023	Number of Approved MEMOs properly filed	safely kept approved MEMOs and accountable documents	As of June 30, 2023, all approved memos had been filed accordingly.	136	150
<b>Total Appraisee Score on Performance Targets</b>				<b>995.00</b>	<b>1000.00</b>
<b>Mean Appraisal Scores</b>				<b>165.83%</b>	<b>166.67%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets as indicated were agreed on by both the appraisee and the appraiser	The set targets are achievable within the timelines.

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 targets were achievable	The predetermined targets had been achieved within the set timeline.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To examine Suppliers/merchants invoices and payment vouchers on daily basis in accordance with the laid down rules and regulations for the FY 2022/2023	Number of merchants payment vouchers examined and forwarded to A.I.E for approval	No target change or added	78% -ongoing



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To examine staff claims and imprests on daily basis in accordance with the laid down rules and regulations FY 2022/2023	Number of claims and imprests examined, forwarded to A.I E for approval, processed and filed.	No target change or added	86% -ongoing
To examine staff imprests surrenders on daily basis within the stipulated time for the FY 2022/2023	Number of imprests surrenders registered and processed within the set timelines.	No target change or added	83% - ongoing
To assist in invoicing payment vouchers and imprests on daily basis in accordance with the laid down rules and regulations for FY 2022/2023	Number of payment vouchers invoiced and forwarded for A.I.E approval on daily basis	No target change or added	70% - ongoing
To assist in daily filing of payment vouchers and MEMOs appropriately for the FY 2022/2023	Updated and reviewed payment vouchers register by the Senior Accountant	No target change or added	75% - ongoing
To keep custody of approved MEMOs and other accountable documents weekly for the FY 2022/2023	Number of Approved MEMOs properly filed	No target change or added	68% - ongoing

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
There was no variations in targets	Mutuku is a dependable officer in our team and has been able to achieve the set targets efficiently

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
Maintenance of high level of professionalism has enabled the achievement of the intended goals	The officer is professional

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
IFMIS Training to improve service delivery	at least two weeks	Operational course
Training on management course- PFM training	two weeks	Operational course



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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The above training courses are very crucial for the appraisee to execute his duties both efficiently and effectively	i recommend the above trainings.
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
YOU ALWAYS DELIVER WORK ON SCHEDULE & A RELIABLE TEAM MEMBER MUTUKU	REVIEW FOR CLOSURE