



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20180516	Staff Name:	Moses Kimathi Laibuta
ID Number:	21484761	Employee E-mail:	moses.laibuta@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:	NLC5
Dept/Directorate	F&CP	Appraisal Status	Immediate 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
Efficient and effective administration services
Enhanced efficiency in Commission operations effective County co-ordination Offices

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Participate in the development of Commission budget with the principal Finance officer	Commission Budget formulation, development and implementation achieved.	Greater efficiency, better financial compliance, and accomplishment of KPIs		180	0
Managerial Responsibility. 1. Lead in the development and implementation of account systems, policies and procedures to provide guidance in account controls, in order to achieve high quality standards and compliance to finance regulations.	Full compliance of PFM act 2012	Timely implementation of the plan, good communication, coordination, and ensuing departmental goal achievement.-		180	0



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Prepares management and statutory accounts reports to aid in decision making	Management and statutory reports prepared and signed off on time.	Accuracy, thoroughness, connection with strategic goals, and prioritizing of resource allocation in the budget		180	0
Lead in implementation of accounts strategy in alignment to Commission's strategic plan	Accounts strategy fully aligned to strategic plan	The department's strong financial performance, compliance with regulations, openness, responsibility, and enhanced decision-making.		185	0
Implementation of approved annual budget	Annual budget fully implemented and on course to full absorption.	Effective resource management, a strong departmental brand, and consequently, satisfied customers.		175	0
Provide leadership in development of a section work plan to facilitate with the implementation of the section strategy on accounts control, to ensure the strategy is delivered under the set timelines and quality standards .	Timely budget absorption and implementation strategy	Effective decision-making is facilitated by well-maintained financial stability, cost management, smart resource allocation, and accountability		180	0
Monitoring and evaluate projects and activities at the Commission	Projects evaluation and monitoring on quarterly basis	Timely fulfillment of departmental tasks prompted by risk reduction and consistent progress		185	0



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Operational Responsibility. 1. Monitor consolidated budget prepare financial forecasts, identify and analyse accounts problems and recommend solutions	Improvement of accounts processes on going	Budget adherence, greater financial reporting, and ultimately better financial decision-making		175	0
Oversee accurate, complete and timely accounts and management reporting including monthly management accounts, balance sheet control.	Timely management, commission reports and filed with relevant departments.	Monthly management accounts are promptly submitted, accounts are painstakingly kept, reconciled, and reported on in a timely and correct manner.		190	0
Oversee timely preparations and payments of compensation funds	Compensation payments process and smoothly implemented.	The smooth processing of claims was made possible by a well-organized due diligence examination team and streamlined procedures, which led to accurate and just compensation payments and greater stakeholder satisfaction.		175	0



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4. Supervises accurate and timely administration of all tax and statutory compliance issues including VAT, PAYE and other taxes	Tax administration and reconciliations on going	Effective oversight made sure that all tax-related filings, including VAT reports and PAYE submissions, were made on time, preventing fines and interest charges and preserving the organization's good name.		195	0
. Manage cash flow so as to ensure availability of adequate funds, monitor credit lines, control of suppliers payment, monitor treasury and expenses against budget	Cashflow management on course through expenditure control.	Constant financial availability as a result of careful cash flow monitoring, which ensures there are enough funds to pay for both operational costs and financial commitments.		180	0
Oversee execution and compliance with service level agreements (SLA) in the department	All SLAs are fully executed.	The department outperformed performance benchmarks set by clients or internal teams, leading to an improvement in service quality.		170	0



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. Research and develop appropriate mechanisms to control the institution's exposure and enforcing accounting procedures, respecting local regulations	Full compliance with all regulatory framework in the country and linkages with the relevant agencies	Improved accuracy, transparency, and efficiency of financial reporting, as well as increased compliance with pertinent accounting standards and reporting obligations		195	0
Analyze, advise and make recommendations on the approved Commission establishment	Advise on establishment and promotions done	Efficiency and customer happiness have all improved.		165	0
Provide leadership in preparation of the Commission's budget, sourcing of funds from donors and other development partners preparing of proposals for resource mobilization and investment liasing with the Finance officer	Commission budget preparation done, donor funds full accounting and reporting on course.	Greater financial sustainability, improved financial management, and alignment of budgetary decisions with the financial strategy of the Commission thanks to collaboration with the finance officer.		175	0
Provide leadership in preparation of the Commission's budget, sourcing of funds from donors and other development partners preparing of proposals for resource mobilization and investment liasing with the Finance officer	Commission budget preparation done, donor funds full accounting and reporting on course.	Good financial records that were established in accordance with the PFM Act improved time reporting and data-driven decision making.		180	0



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Provide leadership in preparation of the Commission's budget, sourcing of funds from donors and other development partners preparing of proposals for resource mobilization and investment liasing with the Finance officer	Commission budget preparation done, donor funds full accounting and reporting on course.	Enhancing financial responsibility, streamlining operations and improving efficiency and uniformity across the department and the Commission		185	0
Oversees the implementation and monitor all finance and accounting processes, systems and records	Implementation and monitoring of all accounting processes and systems controls fully implemented.	The optimization of resource allocation was boosted by year-round budget process supervision.		195	0
Lead in development of Accounts policies that cut across the department and the Commission and ensure compliance to the same	Full compliance of policies and its gradual enhancement	Properly drafted statutory reports and subsequent financial knowledge that aided in the process of making strategic and operational decisions		185	0
Supervise accounting processes for payables, budgets and fixed assets management are in place with effective controls and governance practices	Full budget absorption; assets and liabilities committee.	Improved administrative load reduction, improved financial reporting, and more effective and transparent financial operations		185	0



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Oversees in the preparation and release of accounting, management and statutory reports	Reports prepared, signed and filed with relevant agencies	The budget was well-aligned with the Commission's strategic goals, which led to action that resulted in early disbursement of compensation monies and prudent financial management.		185	0
Advise and interpret and ensure compliance of the Commission with IPSAS, PFM Act and other financial management requirements, guidelines, procedures and standards.	Advise and interpret and ensure compliance of the Commission with IPSAS, PFM Act and other financial management requirements, guidelines, procedures and standards.	Enhanced efficient financial processes, reduced administrative burden. and Improved financial reporting and transparency		190	0
Financial Responsibility 1. Implement Annual budget of the Commission 2. Implement the Commission budgets 3. Process payments of compensation fund for the Commission estimated at Kshs 25 billion annually 4. Controls all income and expenditure	I. Responsibility for Physical Assets Assets valued at approx... Kshs 50,000,000 1. Computers (20) 2. Office equipment's (20) 3. Water dispenser (4) 4. TV 5. Printers (2) 6. Shredder (4)	A thoroughly updated inventory that includes monitoring the state of the assets, guaranteeing proper use, and putting in place procedures for their maintenance and replacement.		185	0



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. Lead in development of Accounts policies that cut across the department and the Commission and ensure compliance to the same	Full compliance of policies and its gradual enhancement	Properly drafted statutory reports and subsequent financial knowledge that aided in the process of making strategic and operational decisions		195	0
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Supervise accounting processes for payables, budgets and fixed assets management are in place with effective controls and governance practices	Full budget absorption; assets and liabilities committee.	Improved administrative load reduction, improved financial reporting, and more effective and transparent financial operations.		185	0
Total Appraisee Score on Performance Targets				5125.00	0.00
Mean Appraisal Scores				183.04%	0%



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APPRAISEE'S COMMENTS ON TARGET SETTING		IMMEDIATE SUPERVISOR'S ON TARGET SETTING	
The set targets are achievable as per indicated timeline		The Predetermined 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 set targets are achievable as per indicated timeline			
MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Participate in the development of Commission budget with the principal Finance officer	Commission Budget formulation, development and implementation achieved.	Target not changed	Ongoing 100%
Managerial Responsibility. 1. Lead in the development and implementation of account systems, policies and procedures to provide guidance in account controls, in order to achieve high quality standards and compliance to finance regulations.	Full compliance of PFM act 2012	Target not changed	Ongoing 100%
Prepares management and statutory accounts reports to aid in decision making	Management and statutory reports prepared and signed off on time.	Target not changed	Ongoing
Lead in implementation of accounts strategy in alignment to Commission's strategic plan	Accounts strategy fully aligned to strategic plan	Target not changed	Ongoing 100%
Implementation of approved annual budget	Annual budget fully implemented and on course to full absorption.	Target not changed	Ongoing 100%
Provide leadership in development of a section work plan to facilitate with the implementation of the section strategy on accounts control, to ensure the strategy is delivered under the set timelines and quality standards .	Timely budget absorption and implementation strategy	Target not changed	Ongoing 100%
Monitoring and evaluate projects and activities at the Commission	Projects evaluation and monitoring on quarterly basis	Target not changed	Ongoing



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Operational Responsibility. 1. Monitor consolidated budget prepare financial forecasts, identify and analyse accounts problems and recommend solutions	Improvement of accounts processes on going	Target not changed	Ongoing 100%
Oversee accurate, complete and timely accounts and management reporting including monthly management accounts, balance sheet control.	Timely management, commission reports and filed with relevant departments.	Target not changed	Ongoing
Oversee timely preparations and payments of compensation funds	Compensation payments process and smoothly implemented.	Target not changed	Ongoing 100%
4. Supervises accurate and timely administration of all tax and statutory compliance issues including VAT, PAYE and other taxes	Tax administration and reconciliations on going	Target not changed	Ongoing 100%
. Manage cash flow so as to ensure availability of adequate funds, monitor credit lines, control of suppliers payment, monitor treasury and expenses against budget	Cashflow management on course through expenditure control.	Target not changed	Ongoing 100%
Oversee execution and compliance with service level agreements (SLA) in the department	All SLAs are fully executed.	Target not changed	Ongoing 100%
. Research and develop appropriate mechanisms to control the institution's exposure and enforcing accounting procedures, respecting local regulations	Full compliance with all regulatory framework in the country and linkages with the relevant agencies	Target not changed	Ongoing 100%
Analyze, advise and make recommendations on the approved Commission establishment	Advise on establishment and promotions done	Target not changed	Ongoing



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Oversees the implementation and monitor all finance and accounting processes, systems and records	Implementation and monitoring of all accounting processes and systems controls fully implemented.	Target not changed	Ongoing 100%
Lead in development of Accounts policies that cut across the department and the Commission and ensure compliance to the same	Full compliance of policies and its gradual enhancement	Target not changed	Ongoing 100%
Supervise accounting processes for payables, budgets and fixed assets management are in place with effective controls and governance practices	Full budget absorption; assets and liabilities committee.	Target not changed	Ongoing 100%
Oversees in the preparation and release of accounting, management and statutory reports	Reports prepared, signed and filed with relevant agencies	Target not changed	Ongoing 100%



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Advise and interpret and ensure compliance of the Commission with IPSAS, PFM Act and other financial management requirements, guidelines, procedures and standards.	Advise and interpret and ensure compliance of the Commission with IPSAS, PFM Act and other financial management requirements, guidelines, procedures and standards.	Target not changed	Ongoing 100%
Financial Responsibility 1. Implement Annual budget of the Commission 2. Implement the Commission budgets 3. Process payments of compensation fund for the Commission estimated at Kshs 25 billion annually 4. Controls all income and expenditure	I. Responsibility for Physical Assets Assets valued at approx... Kshs 50,000,000 1. Computers (20) 2. Office equipment's (20) 3. Water dispenser (4) 4. TV 5. Printers (2) 6. Shredder (4)	Target not changed	Ongoing 100%
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Supervise accounting processes for payables, budgets and fixed assets management are in place with effective controls and governance practices	Full budget absorption; assets and liabilities committee.	Target not changed	Ongoing 100%

MID YEAR APPRAISEES'S COMMENTS

The set targets are achievable.

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Good progress! Add more effort to achieve the targets as set by end of FY

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	
Efficiency and professionalism		Efficient and Professionalism	

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 help me improve my skills	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The principal accountant does his work with highest level of professionalism	I recommend the proposed training for capacity building