



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20210557	<b>Staff Name:</b>	Peter Mihuro Njoora
<b>ID Number:</b>	32916174	<b>Employee E-mail:</b>	peter.njoora@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2021-2022
<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>	Abdi Hassan Hussein	<b>Immediate Supervisor Designation:</b>	Deployed
<b>Second Supervisor:</b>	Daudin Maalim Abdullahi	<b>Supervisor Designation:</b>	Principal Accountant

### DEPARTMENTAL OBJECTIVES

1. Enhanced funding to the Commission budget
2. Increased efficiency in budget implementation and Budgetary control
3. Effective Cost Management and efficient internal control systems in the organizations processes and procedures
4. Enhanced efficiency in Commission operations
5. Efficient & effective administration services

### AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To prepare and file payment vouchers on daily basis	Updated and filed payment vouchers	Payment vouchers filed for FY 21/22	Fully processed and signed payment vouchers for FY 21/22	180	160
To invoice staff claims and suppliers payments respectively	Updated invoice registers and suppliers payments files	Files for processed invoices for staff claims and suppliers for FY 21/22	Fully processed and filed invoices, staff claims and supplier payments for FY 21/22	180	150
To pass imprest journals and monthly salary journals respectively	Updated imprest journals and monthly updated salary journals	Journals attached to salary files for FY 21/22	Imprest journals fully passed and filled for monthly salaries for FY 21/22	175	140



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To assist in compiling of Quarterly and Annual financial statements by 15th of every month and by June of every year respectively.	Delivered Quarterly and Annual financial statements to treasury within the PFM set time frame	Financial reports for FY 21/22	Financial statements reports signed and submitted to treasury for FY 21/22	185	180
To prepare and examine Compensation payment schedules for Project Affected Persons Paps within three working days	Examined Compensation payment schedules files for Project Affected Persons Paps	Files for payments schedules for project affected Persons fully examined and signed.	Payments schedules fully examined and approved for payments of Project Affected Persons for projects.	195	195
To do weekly reconciliation of Compensation payments for Project Affected Persons Paps	Reconciled Compensation payments for Project Affected Persons Paps	Reports and files for reconciliations for compensation payments for Project Affected Persons.	Reconciliations reports for compensation payments for Project Affected Persons.	195	195
<b>Total Appraisee Score on Performance Targets</b>				<b>1110.00</b>	<b>1020.00</b>
<b>Mean Appraisal Scores</b>				<b>185%</b>	<b>170%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets set were agreed upon in collaboration with the Supervisor	The targets set 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 targets were well and fairly achieved through the guidance of the supervisors ,looking forward for training facilitation for improved efficiency.	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To prepare and file payment vouchers on daily basis	Updated and filed payment vouchers	No target change or additions	100
To invoice staff claims and suppliers payments respectively	Updated invoice registers and suppliers payments files	No target change or additions	100



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To pass imprest journals and monthly salary journals respectively	Updated imprest journals and monthly updated salary journals	No target change or additions	100
To assist in compiling of Quarterly and Annual financial statements by 15th of every month and by June of every year respectively.	Delivered Quarterly and Annual financial statements to treasury within the PFM set time frame	No target change or additions	100
To prepare and examine Compensation payment schedules for Project Affected Persons Paps within three working days	Examined Compensation payment schedules files for Project Affected Persons Paps	No targets change or additions	100
To do weekly reconciliation of Compensation payments for Project Affected Persons Paps	Reconciled Compensation payments for Project Affected Persons Paps	No target change or additions	100

### MID YEAR APPRAISEES'S COMMENTS

There was no target change or additions.

### MID YEAR IMMEDIATE SUPERVISORS COMMENTS

No target change.Well done

### 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

I respect National and Gender diversity while upholding confidentiality in my day to day activities

### IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

The officer is competent and does his duties and responsibilities with confidentiality and professionalism.

### STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
International Public Sector Accounting Standards (IPSAS)	2 weeks	Management course
Records management	3 weeks	Management course
Advanced Financial Management Course for Project accountants Implementing Government and World Bank funded Projects	2 weeks	Management Course

### APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

The above courses will enhance my service delivery and improve my efficiency in my day to day activities in the commission.

### IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

Training is relevant to the officer.



## INDIVIDUAL APPRAISAL REPORT

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The officer performs his duties with utmost care and professionalism.	The officer requires training on Public financial management skills .