



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150259	Staff Name:	Agnetta Gichana Nyakerario
ID Number:	27550985	Employee E-mail:	agnetta.gichana@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC7
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

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 procedures.

Enhanced efficiency.

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraiser's Rating	Agreed Rating
To prepare and examine compensation payment schedules for Project Affected Persons (PAPS) within 3 working days	Number of examined payment schedules for Project Affected Persons.		The compensation schedules had been appropriately reviewed as of June 30, 2023.	150	150
To prepare payments for the examined schedules within 3 working days	No. of schedules paid to Project Affected Persons (Paps)		The Bank had received the reviewed compensation schedules for payment as of June 30, 2023.	170	195



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To prepare weekly reconciliations of compensation payments for Project Affected Persons	Fully reconciled Compensation payments for Project Affected Persons (Paps)		The weekly compensation reconciliations of project-affected persons had been correctly reconciled as of June 30, 2023.	180	195
To compile quarterly and Annual Financial Statements by 15th of every month and by end of June of every Financial year respectively	Delivered Quarterly & Annual Financial Statements to Treasury within the PFM set time frame		The financial statements had been prepared and submitted to the National Treasury as of fiscal year 2022–2023.	180	160
To prepare imprest, monthly salary journals on daily and monthly basis respectively	Updated imprest and monthly salary journals		The staff imprest had been processed through the IFMIS System as of June 30, 2023.	160	140
To invoice staff claims and suppliers payments on a daily basis	Updated invoice registers and suppliers payments files		The claims of the vendors and employees had been invoiced appropriately.	160	135
Preparation and filing of payment vouchers.	Updated and filed number of payment vouchers		The payment vouchers had been filed appropriately.	175	140
Total Appraisee Score on Performance Targets				1175.00	1115.00
Mean Appraisal Scores				167.86%	159.29%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets set were agreed in collaboration with the supervisor.	The set targets are achievable.



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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

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
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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 officer is competent and profession

STAFF TRAINING AND DEVELOPMENT NEEDS	
Training & Development Needs	Duration
Financial Managent & IFMIS	one month

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
	The training is applicable to the officer

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
YOU HAVE SHOWN GREAT CUSTOMER SERVICE SKILLS TO PAPs & SHOWN THAT YOU ARE VERY RELIABLE	continue with the same spirit Agneta