



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	2004014310	<b>Staff Name:</b>	Abdi Hassan Hussein
<b>ID Number:</b>	23825879	<b>Employee E-mail:</b>	abdi.hussein@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2023-2024
<b>Terms of Service:</b>	Deployed	<b>Gender:</b>	Male
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC6
<b>Dept/Directorate</b>	F&CP	<b>Appraisal Status</b>	Immediate Supervisor Reviewed
<b>Immediate Supervisor:</b>	Moses Kimathi Laibuta	<b>Immediate Supervisor Designation:</b>	Principal Accountant
<b>Second Supervisor:</b>	Benard Cherutich Kibet	<b>Supervisor Designation:</b>	Director Finance & Corporate Planning

## DEPARTMENTAL OBJECTIVES

Increased efficiency in budget implementation and budgetary control

Enhanced efficiency in commissions operations

Efficient and effective administration services

Ensure enhanced funding to the Commission budget

Effective cost management and efficient internal control systems in the organizations processes and produces

Enhanced efficiency in commissions operations

## AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To review Cashbooks for GOK and Compensation accounts on daily basis	Updated Cashbook			0	0
To review Monthly Bank reconciliation on Monthly basis	Bank reconciliation completed and filled appropriately			0	0
To ensure examination of both Compensation and GOK payment vouchers within a period of three working days	Number of compensation schedules and payment vouchers examined			0	0
To ensure updated imprest register, expenditure returns and timely staff communication on any issues arising from voucher/imprest surrenders examination on daily basis	updated imprest register, expenditure returns and number of issues sorted			0	0
To prepare and compile Quarterly and annual financial reports by 15th of every Month and submission of end year financial reports	Reports prepared and submitted within the required time frame			0	0
Validation of all staff claims and other external customer's payments	Number of Vouchers and imprets validated			0	0



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To Keep safe custody of the Commission;s financial records and assets on daily basis	Commission;s financial records and assets fully secured			0	0
<b>Total Appraisee Score on Performance Targets</b>				<b>0.00</b>	<b>0.00</b>
<b>Mean Appraisal Scores</b>				<b>0%</b>	<b>0%</b>

<b>APPRAISEE'S COMMENTS ON TARGET SETTING</b>	<b>IMMEDIATE SUPERVISOR'S ON TARGET SETTING</b>
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<b>APPRAISEE'S COMMENTS ON PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE</b>	<b>IMMEDIATE SUPERVISOR'S COMMENTS ON APPRAISEE'S PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE</b>
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<b>MID YEAR REVIEW</b>			
<b>Agreed Performance Target</b>	<b>Performance Indicator</b>	<b>Target changed or Added</b>	<b>Remarks</b>
To review Cashbooks for GOK and Compensation accounts on daily basis	Updated Cashbook	Target not changed	Ongoing - 95%
To review Monthly Bank reconciliation on Monthly basis	Bank reconciliation completed and filled appropriately	Target not changed	Ongoing: 100%
To ensure examination of both Compensation and GOK payment vouchers within a period of three working days	Number of compensation schedules and payment vouchers examined	Target not changed	Ongoing: 80
To ensure updated imprest register,expenditure returns and timely staff communication on any issues arising from voucher/imprest surrenders examination on daily basis	updated imprest register,expenditure returns and number of issues sorted	Target not changed	Ongoing: 80%
To prepare and compile Quarterly and annual financial reports by 15th of every Month and submission of end year financial reports	Reports prepared and submitted within the required time frame	Target not changed	Ongoing: 100%
Validation of all staff claims and other external customer""s payments	Number of Vouchers and imprets validated	Target not changed	Ongoing: 95%
To Keep safe custody of the Commission;s financial records and assets on daily basis	Commission;s financial records and assets fully secured	Target not changed	Ongoing: 100%



## INDIVIDUAL APPRAISAL REPORT

MID YEAR APPRAISEES'S COMMENTS		MID YEAR IMMEDIATE SUPERVISORS COMMENTS	
The set targets are achievable		The set targets are achievable	
VALUES AND STAFF COMPETENCIES APPRAISAL			
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments	
APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES		IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE	
STAFF TRAINING AND DEVELOPMENT NEEDS			
Training & Development Needs	Duration	Type of Training	
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS			
Second Supervisor Comments	Second Supervisor Recommendations		