



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150374	Staff Name:	Dorcas Syengo Kithumba
ID Number:	27184261	Employee E-mail:	dorcas.syengo@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:	NLC8
Dept/Directorate	IA&RM	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	IRVIN KARUNGU KIHU	Immediate Supervisor Designation:	Clerical Officer
Second Supervisor:	Ochuodho Ouma Peter	Supervisor Designation:	Head Internal Audit & Risk Management

DEPARTMENTAL OBJECTIVES

To provide an independent objective assurance on the effectiveness of the Commission's risk management ,internal control system and government processes.

To offer consultancy services with a view to adding value to the achievement of the Commission goals and objectives .

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1. Participating in the Preparation of 4 Audit plans & programs	No. of Plans & Programs approved and executed	Approved 4 audit plan and program in place	Approved 4 audit plans and program in place	100	100
2. Verification of documentation and Preparation of 4 Draft Audit Reports	No. of Draft Audit reports prepared.	2 Draft reports in place and 2 Audit closed	2 draft reports in place and 2 audits were closed	100	100
3. Assisting in the maintenance and proper filing of 4 respective sets of audit working papers	No. of properly filed and referenced sets of working papers	4 sets of properly filled and set of working papers in place	Done	100	100
4.Assisting in the Execution of 4 audit assignments within planned timeframe	No. of draft audit reports documented	Assisted in execution of 4 audit assignments	Done	100	100
5. Participate in monthly staff meetings	No. of staff meetings attended and participated in	12 staff meeting conducted	Done	100	100



INDIVIDUAL APPRAISAL REPORT

6. Participate in the preparation of Internal Audit Plan work plan for FY 2023/2024	No. of work plans approved	Approved workplan in place	Done	100	100
7. Assist in Conducting follow ups on the status of implementation of audit recommendations	No. of quarterly Follow-up Reports documented	Follow ups conducted	Done	100	100
8. Filling in- performance targets for FY 2022/2023 in HRMS	HRMS generated reports on performance targets report.	Performance target filled	Done	100	100
9. Filling in mid-year performance reviews and end- year performance achievements for the FY 2022/2023	No. of HRMS generated appraisal reports	mid year performance review filled	Done	100	100
10. Assisting the senior auditor to Maintain an inventory of fixed assets for the ARMD	No. of Fixed Asset Registers maintained	Assist in maintaining Fixed asset register	Done	100	100
11. Participate in NLC organized workshops/seminars on quarterly basis	No. of NLC workshops attended	3 Workshops attended	Done	100	100
12. Execute other assigned responsibilities	No. of other responsibilities executed	Completed other responsibilities assigned	Done	100	100
13. To complete CPA Part III by the end of the financial year.	Completion letter or a Result slip.	On going	the ongoing process of finalizing is satisfactory	100	100
Total Appraisee Score on Performance Targets				1300.00	1300.00
Mean Appraisal Scores				100%	100%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Working towards achieving the set target	Kindly review the targets and remarks as agreed

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
1. Participating in the Preparation of 4 Audit plans & programs	No. of Plans & Programs approved and executed	No Variation	2 Approved Audit plan and program reviewed and approved.



INDIVIDUAL APPRAISAL REPORT

2. Verification of documentation and Preparation of 4 Draft Audit Reports	No. of Draft Audit reports prepared.	No Variation	No approved final report shall be done within Q3 and Q4
3. Assisting in the maintenance and proper filing of 4 respective sets of audit working papers	No. of properly filed and referenced sets of working papers	No Variation	2 respective sets of referenced audit working papers prepared.
4. Assisting in the Execution of 4 audit assignments within planned timeframe	No. of draft audit reports documented	No Variation	The timelines of the audits were affected by the National elections in that provision of the requested documents took a lot of time and delays.
5. Participate in monthly staff meetings	No. of staff meetings attended and participated in	No Variation	4 Staff Meetings have been undertaken.
6. Participate in the preparation of Internal Audit Plan work plan for FY 2023/2024	No. of work plans approved	No Variation	Will be done in the 4th Quarter.
7. Assist in Conducting follow ups on the status of implementation of audit recommendations	No. of quarterly Follow-up Reports documented	No Variation	1 Follow up has been undertaken
8. Filling in- performance targets for FY 2022/2023 in HRMS	HRMS generated reports on performance targets report.	No Variation	Targets for the 2 Internal Audit and Risk Management Officers have been set
9. Filling in mid-year performance reviews and end-year performance achievements for the FY 2022/2023	No. of HRMS generated appraisal reports	No Variation	Mid year performance appraisals for Internal audit officers for the FY/2022/2023 done
10. Assisting the senior auditor to Maintain an inventory of fixed assets for the ARMD	No. of Fixed Asset Registers maintained	No Variation	Fixed Asset register maintained
11. Participate in NLC organized workshops/seminars on quarterly basis	No. of NLC workshops attended	No Variation	2 Workshops attended for the Half Year.
12. Execute other assigned responsibilities	No. of other responsibilities executed	No Variation	Executed all responsibilities assigned
13. To complete CPA Part III by the end of the financial year.	Completion letter or a Result slip.	No Target changed or Added	Ongoing

MID YEAR APPRAISEES'S COMMENTS

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
------------------	-------------------------------------	-------------------------------



INDIVIDUAL APPRAISAL REPORT

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
Communication skills	4 weeks	Customer Care Management
Communication skills	4 weeks	

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The above training requested is necessary for better performance.	HR should support the officer in the said areas of training

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The officer has proven to be a team player and a person who wants to learn. HR should promote the officer.	Recommend further training on audit technical areas.