



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210527	Staff Name:	Doris Muriuki Wambui
ID Number:	28732033	Employee E-mail:	doris@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:	Fatma Thabit Imam	Immediate Supervisor Designation:	Senior Accountant
Second Supervisor:	Benard Cherutich Kibet	Supervisor Designation:	Director

DEPARTMENTAL OBJECTIVES
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. Enhance efficiency in the Commission through diligent performance of duties and responsibilities
5. Efficient & effective delivery of services to the Commission stakeholders
1. Enhance funding to the Commission budget

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Examination of compensation schedule and ascertaining the payment are made the correct payee.	Well examined compensation payment schedules	Fully signed and well examined compensation schedules and remittance slip for the payment	Compensation schedules for projected affected persons (PAPS) had been examined properly based on the NLC Policies and other laid-down procedures as of June 30, 2023.	190	195
Examination of merchant invoices	Fully supported merchant invoices approved for payment.	Fully signed and paid merchant vouchers	During the fiscal year 2022–2023, supplier vouchers were fully supported.	180	180



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Examination of staff imprests and claims	Fully supported staff claims and approved staff imprest for payment	Fully signed and paid staff claim vouchers	Staff imprests and claims were supported in accordance with the PFM Act and other GOK circulars in the fiscal year 2022-2023..	180	185
Examination of staff imprest surrenders	Surrenders done within the stipulated timeline and they are fully supported	Fully signed surrender vouchers	Vouchers for surrenders were successfully examined and processed through the IFMIS in the fiscal year 2022-2023.	180	180
To assist in the exchequer requests for payment on daily basis	Duly filed and updated exchequer requests for FY 2022/23	Duly filed and reconciled exchequer request for FY 2022/2023	As of June 30th, 2023, all the Exchequer requests to the National Treasury had been granted.	150	140
To assist in compiling quarterly and annual financial statements	Financial statements for FY 2022/23	Financial statement for FY 2022/23	The financial statements for the fiscal year 2022–2023 were successfully and promptly submitted to the National Treasury.	150	150
Total Appraisee Score on Performance Targets				1030.00	1030.00
Mean Appraisal Scores				171.67%	171.67%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets set were achievable	The goals established are reachable.



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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
The set targets for the FY 2022/2023 were achieved	The set goals were completed on schedule.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Examination of compensation schedule and ascertaining the payment are made the correct payee.	Well examined compensation payment schedules	No target change or addition	95% Achieved
Examination of merchant invoices	Fully supported merchant invoices approved for payment.	The target was not changed or added	90% Achieved
Examination of staff imprests and claims	Fully supported staff claims and approved staff imprest for payment	The target was not changed or added	95 % Achieved
Examination of staff imprest surrenders	Surrenders done within the stipulated timeline and they are fully supported	The target was not changed or added	90% Achieved
To assist in the exchequer requests for payment on daily basis	Duly filed and updated exchequer requests for FY 2022/23	The target was no changed or added	70% Achieved
To assist in compiling quarterly and annual financial statements	Financial statements for FY 2022/23	The target was not changed or added	85 % Achieved

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The target set were not changed or added	The officer has achieved the target set with efficiency needed. She a great team player and able to initiate efficient ways to handle and complete tasks given. Keep it up Doris with the same zeal

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
To always uphold professionalism in the workplace	The officer does her work with professionalism



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Public Finance Management Course	two weeks	
IFMIS Training	two weeks	
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training is very essential to enhance skills in order to increase productivity at work.		The trainings are relevant to the officer's area of profession
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
DORIS, YOU ARE A GREAT TEAM PLAYER & A FAST LEARNER	REVIEW FOR CLOSURE	