



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150334	Staff Name:	Wairimu Mutitu
ID Number:	22538343	Employee E-mail:	felister.mutitu@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	F&CP	Appraisal Status	Immediate Supervisor
Immediate Supervisor:	Abdi Hassan Hussein	Immediate Supervisor Designation:	Deployed
Second Supervisor:	Benard Cherutich Kibet	Supervisor Designation:	Director

DEPARTMENTAL OBJECTIVES
1.Enhancing funding of the Commission budget
2. Ensure there is increased efficiency in budget implementation and Budgetary control
3. Confirm there is effective cost management and efficient internal control systems in the Commission processes and procedures
4.Enhance efficiency in Commission operations
5.Ensure effective and efficient County Coordination offices

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To prepare staff imprest on daily basis	Daily updated staff imprest register for FY 2022/23			0	0
To examine and verify staff claims and merchants invoices on daily basis	Daily fully examined and verified staff claims and merchants invoices for FY 2022/23			0	0
To pass imprest journals and salary journals on a daily and monthly basi	Daily updated imprest journals and monthly updated salary journals for FY 2022/23			0	0
To invoice staff claims and suppliers payments on daily basis	Daily updated invoice register and updated register of supplier invoices invoiced to IFMIS for FY 2022/23			0	0
To assist in exchequer requests for payments on daily basis	Daily updated list of all exchequer requests made for FY 2022/23			0	0
Daily examination and preparation of schedules for compulsory land acquisition projects	Fully examined schedules and payments for project affected persons			0	0
To keep custody of vouchers, authority memos and other accountable documents on daily basis	Updated memo requests files and payment vouchers files for FY 2022/23			0	0



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To confirm that vouchers surrendered are in line with the initial authority on daily basis	Updated surrendered files and vouchers for FY 2022/23			0	0
Daily IFMIS payments	Updated and fully signed payment vouchers for FY 2022/23			0	0
To assist in compiling of quarterly and annual financial statements	Financial statements for FY 2022/23			0	0
Total Appraisee Score on Performance Targets				0.00	0.00
Mean Appraisal Scores				0%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets were set in agreement with the supervisor.	

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

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
To always uphold professionalism	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Supervisory management course	2 weeks	Supervisory management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training needs will enable in improving proficiency and career.	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations



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