



## 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>	2020-2021
<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>	Approved/Closed/HR
<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

### DEPARTMENTAL OBJECTIVES

Enhanced funding to the Commission budget
Increased efficiency in budget implementation and Budgetary Control
Effective Cost Management and efficient internal control systems in the organizations processes and procedures
Enhanced efficiency in Commission operations Effective County Co-ordination offices
Efficient and effective administration services
Increased efficiency in budget implementation and Budgetary Control Delete Effective Cost Management and efficient internal control systems in the organizations processes and procedures Delete Enhanced efficiency in Commission operations Effective Co

### AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Ensure that special funds including donor, programmes and projects funds; FAO are accounted for in accordance with PFM Act and laid down Donor procedures.	Expenditure fully supported	Finalised Donor report, Updated Bank reconciliation and Annual Financial Statements	Donor report, Updated Bank reconciliation and Annual Financial Statements	170	170
Prepare and maintain balanced Cashbook on daily basis	Cashbook updated	fully updated Donor(FAO) Cash book for the financial year under review	updated Donor (FAO) Cash book for the financial year under review	190	190



### INDIVIDUAL APPRAISAL REPORT

Prepare Monthly Bank reconciliation	Bank reconciliation done	Bank reconciliation fully updated for financial year 2020/2021	Bank reconciliation updated for financial year 2020/2021	190	190
Prepare and Compile Quartely,half yearly and annual financial reports	Reports prepared and submitted within the required time frame	Fourth Quarterly and Annual financial report prepared and submitted within the required time frame.		180	0
Ensure examination of both Compensation and GOK payment vouchers on a timely basis	Number of payment Vouchers examined	Payment vouchers fully examined	examined payment vouchers	185	185
Ensure Updated imprest register,Expenditure returns and timely staff communication on any issues arising from voucher /imprest surrenders examination.	imprest register updated,Expenditure returns and number of issues sorted	Expenditure returns,Donor Imprest register and internal Staff Communication well managed with decorum at all times	Uptodate expenditure returns,Donor Imprest register and internal Staff Communication	190	190
Keep safe custody of the Commission's financial records and assets	Financial records under lock and key	Commission;s Financial records and assets kept under lock and key at all times	Financial records under lock and key	190	190
<b>Total Appraisee Score on Performance Targets</b>				<b>1295.00</b>	<b>1115.00</b>
<b>Mean Appraisal Scores</b>				<b>185%</b>	<b>159.29%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The performance targets were set amicably	Target set are achievable
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
All the set targets were achieved accordingly	



## INDIVIDUAL APPRAISAL REPORT

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Ensure that special funds including donor, programmes and projects funds; FAO are accounted for in accordance with PFM Act and laid down Donor procedures.	Expenditure fully supported	No target Changed	95
Prepare and maintain balanced Cashbook on daily basis	Cashbook updated	No target Changed	100
Prepare Monthly Bank reconciliation	Bank reconciliation done	No Target Changed	100
Prepare and Compile Quartely, half yearly and annual financial reports	Reports prepared and submitted within the required time frame	No Target Changed	100
Ensure examination of both Compensation and GOK payment vouchers on a timely basis	Number of payment Vouchers examined	No Target Changed	80
Ensure Updated imprest register, Expenditure returns and timely staff communication on any issues arising from voucher /imprest surrenders examination.	imprest register updated, Expenditure returns and number of issues sorted	No Target Changed	85
Keep safe custody of the Commission's financial records and assets	Financial records under lock and key	No Target Changed	100

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The Examination of compensation/Vouchers, Posting of Cashbook, Bank reconciliation done on time and preparation of quarterly FAO reports and submitted to National Treasury in accordance with the laid Government procedures.	

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	-1
Core Competencies	Integrity	Excellent - Higher Than 100%



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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES		IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE	
I always carry out my duties and responsibilities with proffessionalism in accordance with PFM ACT and laid down NLC Policies.		Hassan executed his duties with intergrity and proffessionalism.	
STAFF TRAINING AND DEVELOPMENT NEEDS			
Training & Development Needs	Duration	Type of Training	
Donor Funded Project skills	4 weeks	Donor Funded Project Management Course	
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
The identified Training in project management will asisit me a great deal in handling donor funded projects hence complying fully with all the laid down donor procedures as per letter of agreement.			
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS			
Second Supervisor Comments	Second Supervisor Recommendations		
Hassan is very proffessional,confidential in his duties.	Trainings are recommended to firtger improve skills and knowledge		