



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150279	Staff Name:	Elizabeth Kinya Mugambi
ID Number:	29063992	Employee E-mail:	elizabeth.mugambi@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	19-Nyeri County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Abdi Hassan Hussein	Immediate Supervisor Designation:	Deployed
Second Supervisor:	Daudin Maalim Abdullahi	Supervisor Designation:	Principal Accountant

DEPARTMENTAL OBJECTIVES

Enhanced funding to the commission budget.

Increased efficiency in budget implementation and budgetary control.

Effective cost managements and efficient internal control systems in the organizations processes and procedures.

Enhanced efficiency in commission operations.

Effective county coordination offices.

Efficient and effective administration services.

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
to prepare and verify vouchers from July 2021 to June 2022 on a daily basis.	Number of vouchers prepared and verified daily.	All FY21/22 Vouchers are prepared, filed and verified.	Numbers of Vouchers well prepared and filed appropriately	170	180
To maintain a payment voucher movement register for financial year 2021/2022 on a daily basis.	A well maintained register on a daily basis.	The payment voucher movement register is up to date as per FY 21/22.	To maintain all movement registers.	170	180



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To update staff and suppliers definition in the IFMIS system for the 2021/2022 financial year on a daily basis.	Number of staff & suppliers updated on a daily basis.	All staff and suppliers are updated in the IFMIS system as per FY21/22.	To ensure all staff and suppliers are updated in the ifmis system for the F/Y 2021/2022.	180	200
To keep safe custody of the commission's financial records for financial year 2021/2022.	A safely kept record on a daily basis.	All NLC financial records are orderly and in safe custody.	To ensure all commissions financial records for F/Y 21/22 are in safe custody.	160	190
Filing of all financial documents on a daily basis 2021/2022.	An orderly filing system updated on a daily basis FY 2021/2022.	All financial records are duly filed and up to date as per FY21/22	To ensure all financial documents are filed on a daily basis.	180	180
Posting and updating of cash book on a daily basis.	A well updated cash book, which is updated on a daily basis.	The cash book is fully updated as per FY21/22.	Ensure the cash book is updated on time and accurately on a daily basis.	160	170
Updating of imprest register both physically and in the system on a daily basis.	A well updated imprest register both physically and in the system on a daily basis.	The imprest register is updated as per FY21/22 both physically and in the system.	Ensure the imprest register is updated both physically and in the system on a daily basis.	160	180
Total Appraisee Score on Performance Targets				1180.00	1280.00
Mean Appraisal Scores				168.57%	182.86%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets are reasonable and were achievable.	The officer met her targets
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 targets were reasonable and achievable.	



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MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
to prepare and verify vouchers from July 2021 to June 2022 on a daily basis.	Number of vouchers prepared and verified daily.	Target not changed.	voucher preparation is an ongoing process and up to date
To maintain a payment voucher movement register for financial year 2021/2022 on a daily basis.	A well maintained register on a daily basis.	Target not changed	The voucher movement register is updated on a daily basis and is up to date.
To update staff and suppliers definition in the IFMIS system for the 2021/2022 financial year on a daily basis.	Number of staff & suppliers updated on a daily basis.	Target not changed.	Staff and Suppliers definition in the IFMIS is updated on a daily basis. It is an ongoing process.
To keep safe custody of the commission's financial records for financial year 2021/2022.	A safely kept record on a daily basis.	Target not changed.	All financial records are well maintained and in safe custody.
Filing of all financial documents on a daily basis 2021/2022.	An orderly filing system updated on a daily basis FY 2021/2022.	Target not changed.	We have a well maintained filing system that is updated on a daily basis.
Posting and updating of cash book on a daily basis.	A well updated cash book, which is updated on a daily basis.	Target not changed.	The cash book is up to date and updated on a monthly basis.
Updating of imprest register both physically and in the system on a daily basis.	A well updated imprest register both physically and in the system on a daily basis.	Target not changed.	The imprest register is updated both physically and in the system.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The targets were reasonable and achievable	Kindly complete Actual Section

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
I am very professional and efficient in meeting my targets.	The officer performs her duties with due care and highest level of professionalism.

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
IFMIS and taxation training	1 month	daily operation
IFMIS and taxation training	1 month	Daily Operation



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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training will help me improve and be efficient in my skills.	The training is relevant to the officer.
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
she is very professional in her work and has met all her targets.	i recommend her for the training she selected.it will be good for her career development and an added skill