



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20210666	<b>Staff Name:</b>	Billy Kipruto
<b>ID Number:</b>	32009971	<b>Employee E-mail:</b>	billy.kipruto@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2022-2023
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	IA&RM	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Risper Nkirote Kaaria	<b>Immediate Supervisor Designation:</b>	Senior Internal Audit & Risk Management Officer
<b>Second Supervisor:</b>	Ochuodho Ouma Peter	<b>Supervisor Designation:</b>	Head Internal Audit & Risk Management

## DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1. Assist in Conducting follow ups on the status of implementation of audit recommendations	No. of quarterly Follow-up Reports documented	Assisted in conducting 4 follow ups	conducted 4 follow ups	100	100
2. No. of quarterly Follow-up Reports documented	No. of work plans approved	one work plan approved	work plan developed	100	100
3. Participate in monthly staff meetings	No. of staff meetings attended and participated in	Attended 12 staff meetings	Attended all departmental monthly staff meetings	100	100
4.Assisting in the Execution of 4 audit assignments within planned timeframe	No. of draft audit reports documented.	Assisted in executing 5 audit assignments	executed 5 audit assignments	150	100
5.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	assisted in maintenance and filling of 5 respective set of audit working papers	maintained and filled 5 set of respective audit working papers' files	100	100



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6.Verification of documentation and Preparation of 4 Draft Audit Reports	No. of Draft Audit reports prepared.	verified and prepared 4 draft audit report for completed audits and prematurely closed one.	prepared 4 draft audit reports for the completed audits and prematurely closed one.	100	100
7.Participating in the Preparation of 4 Audit plans & programs	No. of Plans & Programs approved and executed	participated in the preparation of 5 audit plans and programs.	prepared 5 audit plans and programs.	110	100
<b>Total Appraisee Score on Performance Targets</b>				<b>760.00</b>	<b>700.00</b>
<b>Mean Appraisal Scores</b>				<b>108.57%</b>	<b>100%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
targets achieved	Targets were set as per departmental work plan

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
Targets achieved as planed together with the added assignments.	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1. Assist in Conducting follow ups on the status of implementation of audit recommendations	No. of quarterly Follow-up Reports documented	No target changed or added	Followed up on two assignments.
2. No. of quarterly Follow-up Reports documented	No. of work plans approved	No target changed or added	follow up report done
3. Participate in monthly staff meetings	No. of staff meetings attended and participated in	No target changed or added	Attended four staff meetings.
4.Assisting in the Execution of 4 audit assignments within planned timeframe	No. of draft audit reports documented.	No target changed or added	Assisted in two audit assignments
5.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 target changed or added	filed two files of working papers.
6.Verification of documentation and Preparation of 4 Draft Audit Reports	No. of Draft Audit reports prepared.	No target changed or added	prepared, verified and documented one draft audit report



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7.Participating in the Preparation of 4 Audit plans & programs	No. of Plans & Programs approved and executed	No target changed or added	two plans and programs processed.
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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
set targets are achievable	Keep up the good work

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
meeting expectation	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Report writing skills. Data Analytics skills	4 weeks	technical course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
training will aid in the execution of critical audit assignments	The Report writing and Data Analytics technical training relevant to the job

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Excellent	To be undertaken based on departmental priority and the appraisee's TNA