



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210627	Staff Name:	Ibrahim Hanan Idris
ID Number:	30292599	Employee E-mail:	hanan.ibrahim@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	
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 Finance & Corporate Planning

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Daily examination of compensation files.	Fully examined files and authorize payments.	Fully examined compensation files and authorize payments.	Compensation schedules were duly examined in the fiscal year 2022–2023.	180	190
To examine, invoice and input payments into IFMIS on a daily basis.	Fully examined invoices and input payments into IFMIS.	Fully examined invoices and input payments into IFMIS.	In the fiscal year 2022–2023, the IFMIS System was used for all payments.	180	170
To advise clients and staff on the status of their payments on a daily basis.	Clients and staff advised appropriately.	Accurately advised clients and staffs on status of payments.	NLC Staff were advised accordingly in the financial year 2022-2023.	180	185
To confirm surrendered vouchers are in line with the initial authority memo on a monthly basis.	Fully examined surrenders.	Fully examined surrenders and confirmed vouchers are in line.	All surrender vouchers were examined and successfully passed through the IFMIS System in fiscal year 2022-2023.	180	150



INDIVIDUAL APPRAISAL REPORT

To carry out bank reconciliations on a monthly basis.	Fully reconciled bank accounts at the end of the month.	Fully carried out bank reconciliation .	Bank reconciliation had been fully submitted to the National Treasury as of June 30, 2023.	185	150
To pass journals and invoice imprests on a daily basis.	Duly passed journals and invoiced imprests.	Ensured journals passed are accurate and invoice imprests accurately.	All journals and staff imprests were acted on accordingly by close of business on June 30th 2023.	180	190
To assist in preparation of cash book for F/Y 2022/2023 on weekly basis.	Reviewed by a senior accountant.	Assisted in preparation of cash book on daily basis.	well-updated cashbook.	185	140
To assist in compiling financial statements on a quarterly basis for F/Y 2022/2023.	Filed financial statements and kept under lock and key.	Assisted in compiling of financial statements.	Financial statements were compiled and submitted successfully to the National Treasury by June 30, 2023.	186	160
To carry out sub ledgers reconciliation and advice how much funds are available on a monthly basis.	Fully reconciled sub ledgers.	Carried out sub ledgers reconciliation and advised how much funds are available.	All sub ledger reconciliations were complete as of June 30th, 2023.	185	190
Total Appraisee Score on Performance Targets				1641.00	1525.00
Mean Appraisal Scores				182.33%	169.44%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The set targets are amicable.	The predetermined set targets are achievable



INDIVIDUAL APPRAISAL REPORT

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 set were achieved.	The predetermined targets were achieved with the set timeline.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Daily examination of compensation files.	Fully examined files and authorize payments.	No target change or addition.	On going -80%
To examine, invoice and input payments into IFMIS on a daily basis.	Fully examined invoices and input payments into IFMIS.	No target change or addition.	On going -85%
To advise clients and staff on the status of their payments on a daily basis.	Clients and staff advised appropriately.	No target change or addition.	On going -88%
To confirm surrendered vouchers are in line with the initial authority memo on a monthly basis.	Fully examined surrenders.	No target change or addition.	On going -75%
To carry out bank reconciliations on a monthly basis.	Fully reconciled bank accounts at the end of the month.	No target change or addition.	On going -80%
To pass journals and invoice imprests on a daily basis.	Duly passed journals and invoiced imprests.	No target change or addition.	On going -90%
To assist in preparation of cash book for F/Y 2022/2023 on weekly basis.	Reviewed by a senior accountant.	No target change or addition.	On going -82%
To assist in compiling financial statements on a quarterly basis for F/Y 2022/2023.	Filed financial statements and kept under lock and key.	No target change or addition.	On going -78%
To carry out sub ledgers reconciliation and advice how much funds are available on a monthly basis.	Fully reconciled sub ledgers.	No target change or addition.	On going -80%

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The set targets are achievable and on going as at now but I look forward to achieving 100% by end of F/Y 2022/2023.	Hanan has so far achieved the set targets efficiently. Continue with the same spirit of hard work with due diligence.

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



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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES		IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE	
I have high integrity levels and confidentiality is very important in my day to day activities as I deal with highly confidential matters.		The officer does her work with professionalism	
STAFF TRAINING AND DEVELOPMENT NEEDS			
Training & Development Needs	Duration	Type of Training	
IFMIS Training	1 month	The training will enable efficiency in my day to day activities.	
Leadership trainings	1 week	The training will enable me to polish my skills.	
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
The trainings will help me with the skills needed to carry out my responsibilities efficiently.		The trainings are relevant to the officer's area of professional	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS			
Second Supervisor Comments	Second Supervisor Recommendations		
HANAN HAS SHOWN TO BE A GREAT TEAM PLAYER & EFFICIENT	REVIEW FIR SURE		