



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210544	Staff Name:	Ifrah Abdikadir Salat
ID Number:	34803330	Employee E-mail:	ifrah.salat@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
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

Increased efficiency in budget implementation and budget control.

Enhanced efficiency in Commission operations.

Enhanced funding to the Commission budget.

Effective Cost Management and efficient internal control systems in the organisation's processes and procedures.

Efficient and effective strategic plans for the organisation.

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Weekly reconciliation of compensation payments for Project Affected Persons (PaPs) for the F/Y 22/23	Fully reconciled compensation payments for Project Affected Person (PaPs)	Well reconciled compensation payments for PaPs	Compensation schedules for project-impacted persons (PAP) had been properly reconciled as of June 30th, 2023.	170	165
Daily filing of vouchers, authority memos and other accountable documents.	Duly filed documents.	Well filed vouchers, authority memos and other accountable documents.	The fiscal year 2022–2023 vouchers had been chronologically filed.	188	195



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Weekly preparation of exchequer requests for the F/Y 2022/2023.	Duly received and filed exchequer request reports.	Well prepared exchequer requests for the F/Y 2022/2023	Prompt exchequer requests for financing for the NLC GOK component from the National Treasury for the fiscal year 2022-2023.	150	150
Monthly invoicing of staff salaries and deductions for the F/Y 2022/2023.	Validated salary vouchers.	Well invoiced staff salaries and deductions for the F/Y 2022/2023	During the fiscal year 2022–2023, vouchers and imprests had been successfully invoiced and validated.	180	195
Daily examination of invoices and input payments into IFMIS.	Fully examined and invoiced payments done on IFMIS.	Well examined invoices and correctly input payments into IFMIS.	As of June 30, 2023, the employee vouchers had been reviewed.	178	180
Daily examination of compensation awards and schedules for F/Y 2022/2023.	Duly examined compensation awards.	Well examined compensation awards and schedules for F/Y 2022/2023	As of June 30th, 2023, the compensation schedules had been reviewed in accordance with NLC Policies.	185	160
Weekly processing of staff salary advance for F/Y 2022/2023 .	Validated salary advance vouchers.	Fully processed staff salary advance for F/Y 2022/2023	Staff salary advances had been processed efficiently and effectively in accordance with the Public service code of Regulations as of june 30th 2023.	188	195



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Daily examination of staff merchants' invoices.	Validated merchants' invoices.	Fully examined staff merchants' invoices	Supplier vouchers had undergone a careful review in the fiscal year 2022-2023.	180	160
To assist in updating of cashbook on a weekly basis for F/Y 2022/2023.	Reviewed by a senior accountant.	Well updated cashbook for F/Y 2022/2023	Well updated cashbook	168	140
Total Appraisee Score on Performance Targets				1587.00	1540.00
Mean Appraisal Scores				176.33%	171.11%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The above set targets were amicable.	The set targets 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
The set goals were reasonable hence the target was met.	The set goals were completed on schedule.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Weekly reconciliation of compensation payments for Project Affected Persons (PaPs) for the F/Y 22/23	Fully reconciled compensation payments for Project Affected Person (PaPs)	No target change or addition.	On going -80%
Daily filing of vouchers, authority memos and other accountable documents.	Duly filed documents.	No target change or addition.	On going -89%
Weekly preparation of exchequer requests for the F/Y 2022/2023.	Duly received and filed exchequer request reports.	No target change or addition	On going -77%
Monthly invoicing of staff salaries and deductions for the F/Y 2022/2023.	Validated salary vouchers.	No target change or addition.	On going -90%
Daily examination of invoices and input payments into IFMIS.	Fully examined and invoiced payments done on IFMIS.	No target change or addition.	On going -88%



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Daily examination of compensation awards and schedules for F/Y 2022/2023.	Duly examined compensation awards.	No target change or addition.	On going -80%
Weekly processing of staff salary advance for F/Y 2022/2023 .	Validated salary advance vouchers.	No target change or addition.	On going -85%
Daily examination of staff merchants' invoices.	Validated merchants' invoices.	No target change or addition.	On going -80%
To assist in updating of cashbook on a weekly basis for F/Y 2022/2023.	Reviewed by a senior accountant.	No target change or addition.	On going -80%

MID YEAR APPRAISEES'S COMMENTS

The set targets are achievable hence I look forward to achieving 100% by the end of F/Y 2022/2023.

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Ifrah has achieved the set targets with efficiency required. She is one of our dependable part of our team.

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

Carrying out my duties professionally has helped me achieve the set goals.

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

The officer does her work with professionalism

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
IFMIS Training	2 weeks	Operational course.
iTax Training	2 weeks	Operational
Public sector financial management skills.	1 month	Management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

The above trainings will equip me with the skills needed to carry out my work efficiently.

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

The trainings are relevant to the officer's area of profession

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations
YOU ARE VERY RELIABLE & GREAT TEAM PLAYER IFRAH	REVIEW FOR CLOSURE