



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210597	Staff Name:	Robert Kiura Muthengi
ID Number:	28576389	Employee E-mail:	robert.muthengi@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	HRA	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Ruth Chepkiong Jelagat	Immediate Supervisor Designation:	Senior Internal Audit & Risk Management Officer
Second Supervisor:	Ruth Chepkiong Jelagat	Supervisor Designation:	Senior Internal Audit & Risk Management Officer

DEPARTMENTAL OBJECTIVES

To provide an independent objective assurance on the effectiveness of the Commission's risk management ,internal control system and government processes.

To offer consultancy services with a view to adding value to the achievement of the Commission goals and objectives .

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Participating in the Preparation of 4 Audit plans & programs	No. of Plans & Programs approved and executed	participated in preparation of 4 audit plans and programs	done	100	100
Verification of documentation and Preparation of 4 Draft Audit Reports	No. of Draft Audit reports prepared.	3 audit reports in place and one audit pre-maturely closed	done	100	95
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	All working papers referenced and filled	done	100	100
Assisting in the Execution of 4 audit assignments within planned timeframe	No. of draft audit reports documented.	all audit assignments executed within planned timeline	done	100	100
Participate in monthly staff meetings	No. of staff meetings attended and participated in	participated in 12 staff meeting	done	100	100



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Participate in the preparation of Internal Audit Plan work plan for FY 2023/2024	No. of work plans approved	participated in preparation of internal audit plan 2023/24	done	100	100
Assist in Conducting follow ups on the status of implementation of audit recommendations	No. of quarterly Follow-up Reports documented	conducted four follow ups	done	100	100
Filling in- performance targets for FY 2022/2023 in HRMS	HRMS generated reports on performance targets report.	filled in all the performance reviews for FY 2022/23	done	100	100
Filling in mid-year performance reviews and end-year performance achievements for the FY 2022/2023	No. of HRMS generated appraisal reports	performance target for FY 2022/2023 in HRMS	done	100	100
Assisting the senior auditor to Maintain an inventory of fixed assets for the ARMD	No. of Fixed Asset Registers maintained	ASSISTED IN MAINTAINING INVENTORY OF fixed asset registry for IRMD	done	100	100
Participate in NLC organized workshops/seminars on quarterly basis	No. of NLC workshops attended	participated in the workshop	done	100	100
Execute other assigned responsibilities	No. of other responsibilities executed	executed other assigned responsibilities	done	100	100
To complete CPA Part III by the end of the financial year.	Completion letter or a Result slip.	continuing	Done	100	100
Total Appraisee Score on Performance Targets				1300.00	1295.00
Mean Appraisal Scores				100%	99.62%

APPRAISEE'S COMMENTS ON TARGET SETTING

target are well achieved.

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

The above targets were achieved as per the ratings



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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
target are well achieved.	The appraisee performed well, but requires to improve on the areas he never performed well

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Participating in the Preparation of 4 Audit plans & programs	No. of Plans & Programs approved and executed	no target changed	2 plans and program approved
Verification of documentation and Preparation of 4 Draft Audit Reports	No. of Draft Audit reports prepared.	no target changed	1 draft report
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	1 filled working paper
Assisting in the Execution of 4 audit assignments within planned timeframe	No. of draft audit reports documented.	no target changed or added	assisted in 2 audits
Participate in monthly staff meetings	No. of staff meetings attended and participated in	no target changed or added	attended four staff meeting
Participate in the preparation of Internal Audit Plan work plan for FY 2023/2024	No. of work plans approved	no target changed or added	1 IA work plan
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	1 follow up report done
Filling in- performance targets for FY 2022/2023 in HRMS	HRMS generated reports on performance targets report.	no target changed or added	done
Filling in mid-year performance reviews and end-year performance achievements for the FY 2022/2023	No. of HRMS generated appraisal reports	no target changed or added	done
Assisting the senior auditor to Maintain an inventory of fixed assets for the ARMD	No. of Fixed Asset Registers maintained	no target changed or added	done



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Participate in NLC organized workshops/seminars on quarterly basis	No. of NLC workshops attended	no target changed or added	attended three workshops
Execute other assigned responsibilities	No. of other responsibilities executed	no target changed or added	executed all responsibilities as assigned
To complete CPA Part III by the end of the financial year.	Completion letter or a Result slip.	no target changed or added	ongoing

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
targets well achieved	The agreed targets were achieved as per the officers comment.

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
target are well achieved.	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
analytical skills, customer care and communication skills	1 month	analytical, customer care and communication skills

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The officer performed as per the ratings.	Further training