



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150259	Staff Name:	Agnetta Gichana Nyakerario
ID Number:	27550985	Employee E-mail:	agnetta.gichana@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	F&CP	Appraisal Status	Appraisee Reviewed
Immediate Supervisor:	Abdi Hassan Hussein	Immediate Supervisor Designation:	Deployed
Second Supervisor:	Benard Cherutich Kibet	Supervisor Designation:	Director Finance & Corporate Planning

DEPARTMENTAL OBJECTIVES

Increased efficiency in budget implementation and budgetary control.

Ensure enhanced funding to the Commission budget.

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

Enhanced efficiency.

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To prepare and examine compensation payment schedules for Project Affected Persons (PAPS) within 3 working days	Number of examined payment schedules for Project Affected Persons.	The compensation payment schedules had been prepared and examined by 30th June, 2024		150	0
To prepare payments for the examined schedules within 3 working days	No. of schedules paid to Project Affected Persons (Paps)	The Compensation payments had been banked by 30th June, 2024		175	0



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To prepare weekly reconciliations of compensation payments for Project Affected Persons	Fully reconciled Compensation payments for Project Affected Persons (Paps)	The weekly compensation reconciliations of project-affected persons had been correctly reconciled as of June 30, 2024.		185	0
To compile quarterly and Annual Financial Statements by 15th of every month and by end of June of every Financial year respectively	Delivered Quarterly & Annual Financial Statements to Treasury within the PFM set time frame	The financial statements had been prepared and submitted to the National Treasury as of fiscal year 2023–2024.		180	0
To prepare imprest, monthly salary journals on daily and monthly basis respectively	Updated imprest and monthly salary journals	The staff imprest had been processed through the IFMIS System as of June 30, 2024		160	0
To invoice staff claims and suppliers payments on a daily basis	Updated invoice registers and suppliers payments files	The claims of the vendors and employees had been invoiced appropriately.		160	0
Preparation and filing of payment vouchers.	Updated and filed number of payment vouchers	The payment vouchers had been filed appropriately.		175	0
Monthly update of cashbook for the period indicated	Updated monthly cashbook balances	The Cashbook balances had been updated appropriately.		180	0
To prepare bank reconciliations for the Compensation Account on a monthly basis	Monthly updated bank reconciliation.	The Monthly Bank Reconciliations had been accurately completed.		180	0
Total Appraisee Score on Performance Targets				1545.00	0.00



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Mean Appraisal Scores		171.67%	0%
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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets were set by and agreed upon in collaboration with the supervisor	

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

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To prepare and examine compensation payment schedules for Project Affected Persons (PAPS) within 3 working days	Number of examined payment schedules for Project Affected Persons.	Target not changed	90%
To prepare payments for the examined schedules within 3 working days	No. of schedules paid to Project Affected Persons (Paps)	Target not changed	90%
To prepare weekly reconciliations of compensation payments for Project Affected Persons	Fully reconciled Compensation payments for Project Affected Persons (Paps)	Target not changed	95%
To compile quarterly and Annual Financial Statements by 15th of every month and by end of June of every Financial year respectively	Delivered Quarterly & Annual Financial Statements to Treasury within the PFM set time frame	Target not changed	95%
To prepare imprest, monthly salary journals on daily and monthly basis respectively	Updated imprest and monthly salary journals	Target not changed	95%
To invoice staff claims and suppliers payments on a daily basis	Updated invoice registers and suppliers payments files	Target not changed	92%
Preparation and filing of payment vouchers.	Updated and filed number of payment vouchers	Target not changed	90%
Monthly update of cashbook for the period indicated	Updated monthly cashbook balances	Target not changed	95%



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To prepare bank reconciliations for the Compensation Account on a monthly basis	Monthly updated bank reconciliation.	Target not changed	95%
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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The set targets are achievable	The predetermined targets are achievable

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
Having a strong work ethic & being disciplined in my practises.	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Financial management & IFMIS	one month	How the IFMIS system works.

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