



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210557	Staff Name:	Peter Mihuro Njoora
ID Number:	32916174	Employee E-mail:	peter.njoora@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	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

1. Enhanced funding to the Commission budget
2. Increased efficiency in budget implementation and Budgetary control
3. Effective Cost Management and efficient internal control systems in the organizations processes and procedures
4. Enhanced efficiency in Commission operations
5. Efficient & effective administration services

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Prepare and file payment vouchers on daily basis	Updated and fully signed payment vouchers for FY 2022/2023	Payment Vouchers filed for FY 2022/2023	The fiscal year 2022–2023 saw the proper filing of payment vouchers.	195	140
Invoice staff claims and merchants payments respectively	Updated invoice registers and fully signed merchants payments vouchers for FY 2022/2023	Fully processed and filed invoices, staff claims and supplier payments for FY 2022/2023	Payment staff claims had been successfully invoiced as of June 30, 2023, at the close of business.	180	150



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Prepare and examine Compensation payment schedules for Project Affected Persons Paps	Fully examined Compensation payment schedules files for Project Affected Persons Paps for FY 2022/2023	Files for payments schedules for project affected Persons fully examined and signed	As of June 30th, 2023, well-evaluated Compensation schedules had been successfully submitted for payment.	190	195
Carry out weekly reconciliation of Compensation payments for Project Affected Persons Paps	Reconciled Compensation payments files for Project Affected Persons Paps for FY 2022/2023	Reports and files for reconciliations for compensation payments for Project Affected Persons.	As of June 30th 2023, the status of the compensation project is well-reconciled.	190	195
Assist in compiling of Quarterly and Annual financial statements.	Delivered Quarterly and Annual financial statements reports to respective agencies within the set time frame for FY 2022/2023	Financial reports for FY 2022/2023	The annual and Quarterly financial statements report Submitted on a timely basis in the fiscal year 2022-2023.	185	180
Assist in compiling of Quarterly reports for road projects	Compiled Quarterly and Annual reports for road projects for FY 2022/2023	Financial reports for FY 2022/2023	Financial statements were compiled accordingly in the fiscal year 2022–2023.	185	180
IFMIS payment for staff claims and merchants respectively	Fully signed payment vouchers for FY 2022/2023	Payment vouchers filed for FY 2022/2023	The financial year 2022–2023 saw proper filing of payment vouchers.	180	150
Total Appraisee Score on Performance Targets				1305.00	1190.00
Mean Appraisal Scores				186.43%	170%

APPRAISEE'S COMMENTS ON TARGET SETTING

The targets set were agreed upon in collaboration with the Supervisor

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

The time frame allows for the achievement of the defined goals.



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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
The targets set did not change	The predetermined goals were accomplished within the predetermined time frame.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Prepare and file payment vouchers on daily basis	Updated and fully signed payment vouchers for FY 2022/2023	No target changed or added	80% - Achieved
Invoice staff claims and merchants payments respectively	Updated invoice registers and fully signed merchants payments vouchers for FY 2022/2023	No target changed or added	70% - Achieved
Prepare and examine Compensation payment schedules for Project Affected Persons Paps	Fully examined Compensation payment schedules files for Project Affected Persons Paps for FY 2022/2023	No target changed or added	80% - Achieved
Carry out weekly reconciliation of Compensation payments for Project Affected Persons Paps	Reconciled Compensation payments files for Project Affected Persons Paps for FY 2022/2023	No target changed or added	80% - Achieved
Assist in compiling of Quarterly and Annual financial statements.	Delivered Quarterly and Annual financial statements reports to respective agencies within the set time frame for FY 2022/2023	No target changed or added	70% - Achieved
Assist in compiling of Quarterly reports for road projects	Compiled Quarterly and Annual reports for road projects for FY 2022/2023	No target changed or added	75% - Achieved
IFMIS payment for staff claims and merchants respectively	Fully signed payment vouchers for FY 2022/2023	No target changed or added	70% - Achieved

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
	Peter you been able to achieve set targets efficiently . You have excellent customer service to our PAPs and a dependable part of our team.Continue with the same zeal

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
Focus on work efficiency in the work place	The officer does his work with professionalism

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
International Public Sector Accounting Standards (IPSAS)	2 weeks	Management course
Records management	3 weeks	Management course
Advanced Financial Management Course for Project accountants Implementing Government and World Bank funded Projects	2 weeks	Management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
	The training is relevant to officer's area of profession

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
YOU HAVE DEMONSTRATED TO BE A GREAT TEAM PLAYER & HAVE GREAT CUSTOMER SERVICE SKILLS WITH PAPs PETER, KEEP UP THE SAME SPIRIT	REVIEW FOR CLSURE