

PERFORMANCE AGREEMENT 2023



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|-------------------|-----------------|
| DIVISION | |
| DEPARTMENT | |
| UNIT | |
| JOB TITLE | Admin Assistant |

Objective: Ensure that targets are defined and agreed with the employee and communicate to the employee the employer's expectations of the employee's performance and accountability in alignment with the company's strategic focus for the Financial Year. The KPIs stated in this document shall form the basis for employees' monthly scorecard which shall be communicated accordingly.
Please note that the cumulative score of every individual will ultimately be read as the team's monthly performance.

| JOB KEY PERFORMANCE INDICATORS(KPI) | | TARGET | WEIGHT | TIME BOUND OUTCOME (TURN AROUND TIME) 24hrs/48hrs/72hrs. |
|--|---|--------|--------|--|
| 1 | Prepares and sends communication such as memos, emails, reports, and other correspondences. a.Communication must be done within the stipulated timeline. b.Nil errors on reports. | 100% | 20 | Daily |
| 2 | Mailroom Administration, create and maintain a filing system both electronic and physical. a.Dispatch to be done upon receipt of approval. b.Nil loss of document. c.Retrieval must be within the allowable timeframe. d.Update to be carried out within stipulated timeline. | 100% | 15 | Daily |
| 3 | Manages office imprest to ensure restocking of office utilities. a.Restock must be done within the allowable timeframe. b. Monthly expense reconciliation and rendition. | 100% | 10 | Monthly |
| 4 | Schedule and coordinate functions' meetings. A. Minimum of 85% stakeholder satisfaction. Meeting to be held within stipulated time. | 100% | 10 | Daily |
| 5 | Liaises with relevant stakeholders on function issues. a.Maintains schedules and event calendar. b. All function issues are to be escalated within 24hrs of the expiration of the timeline. c. Minimum of 85% stakeholder satisfaction | 100% | 15 | Daily |
| 6 | Attends to visitors and directs as appropriate. Minimum of 85% stakeholder satisfaction. | 100% | 15 | Daily |
| 7 | Maintains a safe and clean reception area by complying with procedures, rules, and regulations. 100% adherence to safety requirements. | 100% | 10 | Daily |
| 8 | Perform other sundry assignments as directed by the Head of Function. Within the timeline stipulated by the Head of Function. | 100% | 5 | Daily |
| ERODERS | | | | |
| <ul style="list-style-type: none"> 5% down for every 24hrs default in meeting timeline 5% down for noncompliance with HSE Standards. | | | | |
| BOOSTERS | | | | |
| <ul style="list-style-type: none"> 5% up for all positive activities not captured under this Agreement i.e. Process improvement, Projects, Training/training facilitator etc. | | | | |

I hereby affirm that the Performance Measures in the table above was prepared this day under my hand and shall be read in the light of incidental policies in IBEDC as a determining factor for the Team(s) performance.

Supervisor:

Staff:.....

Sign:.....

Sign:.....

Date:.....

Date:.....