



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150323	<b>Staff Name:</b>	Alice Karanja Wairimu
<b>ID Number:</b>	28592587	<b>Employee E-mail:</b>	alice.karanja@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2022-2023
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	SCM	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Athumani Abdul Waziril	<b>Immediate Supervisor Designation:</b>	Chief Supply Chain Management Officer
<b>Second Supervisor:</b>	Cyrus Nyaga Njue	<b>Supervisor Designation:</b>	Principal Supply Chain Management Officer

DEPARTMENTAL OBJECTIVES
Procurement of goods services and works
Disposal of assets that have no utility value to the commission
Contract management
Inventory Control, asset and stores management and distribution

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To consolidate common user items for the procurement plan.	1. A complete procurement plan  2. Approved procurement plan  3. Report of the consolidated items	Completed and approved for FY 2022/23	100	105	90
To prepare quarterly work plan reports, Mandatory reports, Reservation and Preference scheme reports from 1st July 2021 to 30th June 2022.	1. Number of quarterly reports, Mandatory reports, Reservation and Preference scheme reports submitted	Completed and Submitted for FY 2022/23	100	101	75
To reconcile Air ticket invoices for payment processing	1. Number of Air ticket invoices recorded and submitted to accounts department. 2. Number of Airticket invoices paid.	Completed, submitted and paid for FY 2022/23	100	105	80
Unsealing RFQs in IFMIS from 1st July 2021 to 30th June 2022.	1. Number of unsealed RFQs in IFMIS	All RFQs unsealed for FY 2022/23	100	100	100



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Drafting of 5 no. Tender documents from 1st July 2021 to 30th June 2022	Number of tenders floated on the Official website and PPIP.	Tender was opened, evaluated and awarded for FY 2022/23	100	100	60
Secretariat to Tender, Inspection and acceptance committee.	1. Documents signed in attendance 2. Signed inspection certificates 3. Opening of files for each respective committee	Inspections done and completed for FY 2022/23	100	100	50
Capturing allocated requisitions on IFMIS	Number of requisitions done on IFMIS	All requisitions done for FY 2022/23	100	100	80
Updating of tickets file and custodian of the same.	1. Up-to date file	Filed and stored for FY 2022/23	100	105	70
Prepare reports on Ticket contracts monthly	1. Monthly reports on ticketing	Completed and Submitted for FY 2022/23	100	101	60
Custodian of Market Survey File	Updated Market Survey file	Filed and stored in right place for FY 2022/23	100	101	70
Secretariat to various RFQ committees	1. Documents signed in attendance	Filed and stored for FY 2022/23	100	101	60
Custodian of performance and duty file	Updated performance and duty file	Performance and duty file stored in the right place for FY 2022/23	100	101	60
<b>Total Appraisee Score on Performance Targets</b>				<b>1220.00</b>	<b>855.00</b>
<b>Mean Appraisal Scores</b>				<b>101.67%</b>	<b>71.25%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Kindly review the above targets.	She has a knack for doing things in an unconventional way with excellent results
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
	Demonstrate perfect judgement when starting new initiatives to drive better results.



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MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To consolidate common user items for the procurement plan.	1. A complete procurement plan  2. Approved procurement plan  3. Report of the consolidated items	Target not changed	Ensured a complete consolidated procurement plan
To prepare quarterly work plan reports, Mandatory reports, Reservation and Preference scheme reports from 1st July 2021 to 30th June 2022.	1. Number of quarterly reports, Mandatory reports, Reservation and Preference scheme reports submitted	Target not changed	All reports submitted on time and filled in relevant files
To reconcile Air ticket invoices for payment processing	1. Number of Air ticket invoices recorded and submitted to accounts department. 2. Number of Airticket invoices paid.	Target not changed	Records on the Invoice movement register
Unsealing RFQs in IFMIS from 1st July 2021 to 30th June 2022.	1. Number of unsealed RFQs in IFMIS	Target not changed	Ensured all RFQs were fully unsealed and process completed
Drafting of 5 no. Tender documents from 1st July 2021 to 30th June 2022	Number of tenders floated on the Official website and PPIP.	Target not changed	Ensure tenders were uploaded at the right time
Secretariat to Tender, Inspection and acceptance committee.	1. Documents signed in attendance 2. Signed inspection certificates 3. Opening of files for each respective committee	Target not changed	Ensured the right quantity of goods were received to the commission
Capturing allocated requisitions on IFMIS	Number of requisitions done on IFMIS	Target not changed	All requisitions
Prepare reports on Ticket contracts monthly	1. Monthly reports on ticketing	Target not changed	Reports submitted monthly
Secretariat to various RFQ committees	1. Documents signed in attendance	Target not changed	Documentation rightly filed
Custodian of performance and duty file	Updated performance and duty file	Target not changed	Performance and duty file filed in the right place



## INDIVIDUAL APPRAISAL REPORT

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Targets achievable	Maintains a steady and positive attitude that inspires others

### VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Supervisory skills	6weeks	

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
	She always finds an opportunity to take part in specialized training sessions.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
This performance needs more improvement.In the next cycle there is need to check that accurate reports are promptly submitted	Supervisory course recommended