



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150308	<b>Staff Name:</b>	Vallary Gor Amondi
<b>ID Number:</b>	26607873	<b>Employee E-mail:</b>	vallary.gor@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2021-2022
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC8
<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
Effective and efficient procurement and management of goods, works and service
To promote economy, efficiency and transparency in procurement and stores management.

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To Book Conferences/Venues/Catering Services, form 1st July 2021 to 30th June 2022	No of Requisitions from user departments received and filed in their various files. Quotation Files.	Booked Conferences/Venues/Catering Services, form 1st July 2021 to 30th June 2022	90	100	90
To Raise requests for Calling Cards/Airtime from 1st July 2021 to 30th June 2022	No of raised Calling cards/Airtime requested and List of staff members entitled to airtime.	Assisted in Raising request for Calling Cards/Airtime from 1st July 2021 to 30th June 2022	90	100	80



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To Receive Invoices for preparation of payments for the items under my responsibilities e.g Invoices for Conferences/Venues. Invoices for Calling Cards. From 1st July 2021 to 30th June 2022	No. of Invoices received and registered for movement to Accounts for payments.	Received Invoices for preparation of payments for the items under my responsibilities e.g Invoices for Conferences/Venues. Invoices for Calling Cards. From 1st July 2021 to 30th June 2022	90	100	90
To Receive and Issue Calling/Airtime Cards from 1st July 2021 to 30th June 2022	No. of Issued Calling card/Airtime. No.Of Received Calling cards/Airtime	Received and Issued Calling/Airtime Cards between 1st July 2021 to 30th June 2022	95	100	85
To file reports and minutes from Procurement committee meetings from 1st July 2021 to 30th June 2022	No. of Reports filed and No. of Minutes filed.	Assisted in Filing the reports and minutes from Procurement committee meetings from 1st July 2021 to 30th June 2022	90	95	90
To Receive and Dispatch Mails/Memos to and from Various Departments from 1st July 2021 to 30th June 2022	No. of Mails Dispatched, No. of Memos Dispatched, No. of mails received, No. of Memos Received	Received and Dispatched Mails/Memos to and from Various Departments from 1st July 2021 to 30th June 2022	90	100	90
<b>Total Appraisee Score on Performance Targets</b>				<b>595.00</b>	<b>525.00</b>
<b>Mean Appraisal Scores</b>				<b>99.17%</b>	<b>87.5%</b>

#### APPRAISEE'S COMMENTS ON TARGET SETTING

These Targets are achievable.

#### IMMEDIATE SUPERVISOR'S ON TARGET SETTING

She can be relied upon by team members



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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
No challenges encountered.	

### MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To Book Conferences/Venues/Catering Services, from 1st July 2021 to 30th June 2022	No of Requisitions from user departments received and filed in their various files. Quotation Files.	Not changed	Achieved
To Raise requests for Calling Cards/Airtime from 1st July 2021 to 30th June 2022	No of raised Calling cards/Airtime requested and List of staff members entitled to airtime.	Not changed	Successful
To Receive Invoices for preparation of payments for the items under my responsibilities e.g Invoices for Conferences/Venues. Invoices for Calling Cards. From 1st July 2021 to 30th June 2022	No. of Invoices received and registered for movement to Accounts for payments.	Not Changed	Achieved
To Receive and Issue Calling/Airtime Cards from 1st July 2021 to 30th June 2022	No. of Issued Calling card/Airtime. No.Of Received Calling cards/Airtime	Not changed	Successful
To file reports and minutes from Procurement committee meetings from 1st July 2021 to 30th June 2022	No. of Reports filed and No. of Minutes filed.	Not changed	Reports and Minutes filed in their respective files
To Receive and Dispatch Mails/Memos to and from Various Departments from 1st July 2021 to 30th June 2022	No. of Mails Dispatched, No. of Memos Dispatched, No. of mails received, No. of Memos Received	Not Changed	Achieved

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Targets Achieved to the best of my Knowledge and Abilities.	You consistently find ways to make the best use of your time and meet deadlines in a very busy role

### 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
My Professionalism will help me in achieving the set targets	

STAFF TRAINING AND DEVELOPMENT NEEDS	
Training & Development Needs	Duration
1.New Public Procurement & Disposal Act training. 2.Training on IFMIS	14
	continuous professional training

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Kindly Consider me on the training as they will help me in gaining more skills to achieve my targets.	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Performance ok.Please have a good register to check actual performance	Training on SCM Management required at Diploma/Degree level and KISM/CIPS qualifications