



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210555	Staff Name:	Athumani Abdul Waziri
ID Number:	13782162	Employee E-mail:	athumani.wazir@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:	NLC5
Dept/Directorate	SCM	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Mohamednoor Bashir Farah	Immediate Supervisor Designation:	Head Supply Chain Management
Second Supervisor:	Mohamednoor Bashir Farah	Supervisor Designation:	Head Supply Chain Management

DEPARTMENTAL OBJECTIVES

To ensure effective and efficient support to users

Create value for money and minimize waste

To synchronize supply with demands

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Coordination of preparation of quarterly Procurement Plan Implementation by the end of every quarter	Submitting of report to HSCM for further submission	Achieved	100	80	90
Conducting performance appraisal for the SCM assistant, clerical officers and support staff and monitoring.	100% appraisal report on allocated staff	Achieved	100	100	80
Secretariat to the evaluation committee for tenders and RFQs	100% report on the evaluation report	Achieved	100	100	95
Approval of S11 store issuance.	100% updated S11 book	Achieved	100	100	85
Check accuracy of asset register.	100% of checking of asset register.	Achieved	100	80	60
Coordination/inspection of received goods, works and services.	100% confirming of all deliverables	Achieved	100	80	80
Coordination of market survey for goods, works and services	100% an updated market survey for goods, works and services.	Achieved	100	80	80
Monitoring the implementation of all contracts	Reports and status of all executed contracts.	Achieved	100	100	90
Monitor fuel consumption and reconciliation with the supplier	100% report on fuel consumption	Achieved	100	100	90
To check the accuracy of prepared tender/RFQ documents and advertise	100% accuracy on tender/RFQ documents.	Achieved	100	100	100



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Coordinating of asset disposal	Preparation of asset disposal plan and executing	Achieved	100	80	80
Coordination of servicing/ maintenance and repair of directors and pool Motor vehicles.	100% report on all repaired motor vehicle	Achieved	100	100	80
Monitoring the issuance of air tickets to directors and staff.	Reports on all issued air tickets	Achieved	100	80	100
Prepare and review supply chain management charter and supply chain policy manual.	an updated and reviewed supply chain management charter in place.	Achieved	100	70	75
100	Reports Submitted			0	0
Total Appraisee Score on Performance Targets				1250.00	1185.00
Mean Appraisal Scores				83.33%	79%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
With cooperation the above targets are achievable	Add Market survey in your targets and ensure the targets are achieved as planned.

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
There is a need to hasten procurement processes especially approvals from the accounting officer to achieve higher more than 100% of the agreed performance target.	Some Targets could not be fully achieved due to budgetary constraint however, the officer has achieved good overall result

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Coordination of preparation of quarterly Procurement Plan Implementation by the end of every quarter	Submitting of report to HSCM for further submission	Target not changed	Achieved and submitted to HSCM for further submission
Conducting performance appraisal for the SCM assistant, clerical officers and support staff and monitoring.	100% appraisal report on allocated staff	Not changed	100% Appraisal conducted and submitted
Secretariat to the evaluation committee for tenders and RFQs	100% report on the evaluation report	Not changed	100% Report prepared and submitted to HSCM for further processes
Approval of S11 store issuance.	100% updated S11 book	Target not changed	100% All issue request approved
Check accuracy of asset register.	100% of checking of asset register.	Not changed	60% achieved due to some challenges which are being addressed.
Coordination/inspection of received goods, works and services.	100% confirming of all deliverables	Not changed	Target achieved 100%



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Coordination of market survey for goods, works and services	100% an updated market survey for goods, works and services.	Not changed	Partially achieved due to market dynamism.
Monitoring the implementation of all contracts	Reports and status of all executed contracts.	Not changed	All the executed contracts are monitored and the report of the same submitted
Monitor fuel consumption and reconciliation with the supplier	100% report on fuel consumption	Not changed	70% achieved. This has been brought by late payments which hinders 100% achievement
To check the accuracy of prepared tender/RFQ documents and advertise	100% accuracy on tender/RFQ documents.	Not changed	This has been achieved 100%
Coordinating of asset disposal	Preparation of asset disposal plan and executing	Not changed	Not yet achieved due to delays in preparation of disposal plan
Coordination of servicing/ maintenance and repair of directors and pool Motor vehicles.	100% report on all repaired motor vehicle	Not changed	60% achieved. Some challenges are being addressed.
Monitoring the issuance of air tickets to directors and staff.	Reports on all issued air tickets	Not changed	Partially achieved due to a mix up in issuance of tickets but the challenges are being addressed.

MID YEAR APPRAISEES'S COMMENTS

All these targets can be achieved through corporation with the team.

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

This is ok. Proceed to the next level

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Good - Between 80% and 99%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

Targets reasonable

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

Targets achieved satisfactorily

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Managerial and supervisory skills	four weeks	Senior Management Course
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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

The above course will help in supervisory and managerial skills

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

Indicate your anticipated training needs



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SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Ensure to align the areas we discussed, remove the management of fuel and maintenance for the commissioners vehicles due to change of task as approved by CEO and add to come up with supply chain charter and review of the supply chain policy manual	Senior Management training subject to funds availability.