



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150308	Staff Name:	Vallary Gor Amondi
ID Number:	26607873	Employee E-mail:	vallary.gor@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC8
Dept/Directorate	SCM	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Athumani Abdul Waziril	Immediate Supervisor Designation:	Chief Supply Chain Management Officer
Second Supervisor:	Cyrus Nyaga Njue	Supervisor Designation:	Principal Supply Chain Management Officer

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
To Book Conferences/Venues/Catering Services, form 1st July 2022 to 30th June 2023	No of Requisitions from user departments received and filed in their various files. Quotation Files/Framework Contract files.	Booked Conferences/Venues/Catering Services, form 1st July 2022 to 30th June 2023	100	90	100
To Receive Invoices for preparation of payments for the items under my responsibilities e.g Invoices for Catering Services/Conferences and Venues. From 1st July 2022 to 30th June 2023	1. No. of Invoices received, prepared,registered and forwarded to Accounts for payments. 2. Invoice Movement Register / Voucher Movement Register FY 2022/2023	Received Invoices for preparation of payments for the items under my responsibilities e.g Invoices for Conferences/Venues. From 1st July 2022 to 30th June 2023	100	90	100



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To Receive and Dispatch Mails/Memos to and from Various Departments from 1st July 2022 to 30th June 2023	Incoming and Outgoing Mail Registers for FY 2022-2023	Received and Dispatched Mails/Memos to and from Various Departments from 1st July 2022 to 30th June 2023	100	90	90
To mop up all Vouchers for Catering Services/Venues. from 1st July 2022 to 31st June 2023	Files e.g Quotation Files and Framework contract Files	Ensured that all Vouchers for Catering Services/Venues are mopped up from 1st July 2022 to 31st June 2023	100	90	85
Offer secretariat services to various Procurement committees	Reports and Minutes	Offered secretariat services to various Procurement committees where i was appointed for the Financial year 2022/2023	100	100	90
To file all RFQ and Tender Documents from 1st July 2022 to 30th June 2023	Serialized and Files	All RFQ and Tender Documents from 1st July 2022 to 30th June 2023 filed and serialized	100	90	90
To Draft Memos / Correspondence as allocated from 1st July 2022 to 30th June 2023	1. Memos Done filed and recorded 2. Correspondences received filed and recorded	All Memos Done filed and recorded and Correspondence s received filed and recorded	100	90	90
To Print/Photocopy allocated documents for submission from 1st July 2022 to 30th June 2023	Printed and Photocopied Documents	all documents allocated to for printing/photocopying were done and submitted.	100	100	80



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To Ensure tidiness and cleanliness of SCM offices from 1st July 2022 to 30th June 2023	Liaising with the Cleaners	SCM Offices are always clean	100	100	90
Total Appraisee Score on Performance Targets				840.00	815.00
Mean Appraisal Scores				93.33%	90.56%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets are achievable	

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
	You consistently go above and beyond by exceeding your targets.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To Book Conferences/Venues/Catering Services, from 1st July 2022 to 30th June 2023	No of Requisitions from user departments received and filed in their various files. Quotation Files/Framework Contract files.	Not changed	Ensured that all Requisitions from user departments received and filed in their various files and bookings done on time
To Receive Invoices for preparation of payments for the items under my responsibilities e.g Invoices for Catering Services/Conferences and Venues. From 1st July 2022 to 30th June 2023	1. No. of Invoices received, prepared, registered and forwarded to Accounts for payments. 2. Invoice Movement Register / Voucher Movement Register FY 2022/2023	Not changed	Ensured that all Invoice for catering services that are ready were forwarded to Accounts for payment.
To Receive and Dispatch Mails/Memos to and from Various Departments from 1st July 2022 to 30th June 2023	Incoming and Outgoing Mail Registers for FY 2022-2023	Not changed	Ensures that all Mails/Memos are received and recorded and dispatched on time
To mop up all Vouchers for Catering Services/Venues. from 1st July 2022 to 31st June 2023	Files e.g Quotation Files and Framework contract Files	Not changed	Ensures that all Vouchers for Catering Services/Venues are mopped up from 1st July 2022 to 31st June 2023
Offer secretariat services to various Procurement committees	Reports and Minutes	Not changed	Ensures to offer secretariat services to various Procurement committees whenever i am appointed



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To file all RFQ and Tender Documents from 1st July 2022 to 30th June 2023	Serialized and Files	Added	Ensures that all RFQ and Tender Documents from 1st July 2022 to 30th June 2023 are file and serialized
To Draft Memos / Correspondence as allocated from 1st July 2022 to 30th June 2023	1. Memos Done filed and recorded 2. Correspondences received filed and recorded	Not changed	Ensures that all Memos are Done filed and recorded and Correspondences received filed and recorded
To Print/Photocopy allocated documents for submission from 1st July 2022 to 30th June 2023	Printed and Photocopied Documents	Not changed	Ensures that all documents allocated to for printing/photocopying are done and ready submitted.
To Ensure tidiness and cleanliness of SCM offices from 1st July 2022 to 30th June 2023	Liaising with the Cleaners	Not changed	Ensures that SCM Offices are always clean and tidy by Liaising with cleaners

MID YEAR APPRAISEES'S COMMENTS

Targets Achieved to the best of my Knowledge and Abilities.

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

one of our most dependable team member and has a cheerful attitude that benefits that benefits her

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

Thank you for the positive review

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

One of our most dependable team member

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
New Public Procurement & Disposal Act training. and Training on IFMIS	14	continuous professional training

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

Kindly consider me on the above training, and any other training that will help me in achieving my targets thank you

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

There is a need to have necessary training on the provisions of PPAD 2015 and subsequent regulations 2020 to be more competent in your undertakings.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations
Valary you have performed well but you need to tie up on few areas and you shall be at 100% level	Supervisory course required