



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150390	<b>Staff Name:</b>	Lydia Gichane Wambui
<b>ID Number:</b>	25113585	<b>Employee E-mail:</b>	lydia.gichane@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2023-2024
<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>	Immediate Supervisor Reviewed
<b>Immediate Supervisor:</b>	Mohamednoor Bashir Farah	<b>Immediate Supervisor Designation:</b>	Head Supply Chain Management
<b>Second Supervisor:</b>	Mohamednoor Bashir Farah	<b>Supervisor Designation:</b>	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
Obtain Stored items for Supply chain department from 1st July 2023 to 30th June 2024	S11 requisition	Updated ledger records for the period indicated	75	100	100
Stock cards reconciliation and filling S3, S11, and S3 from 1st July 2023 to 30th June 2024	Updated Records	Updated ledger records for the period indicated	85	90	100
To manage and maintain Stores records from 1st July 2023 to 30th June 2024	Updated ledger records	Managed and maintained store records within the period indicated.	80	95	90
To Issue Store Items to user departments from 1st July 2023 to 30th June 2024	Updated Store ledger books.	Store items issued to user department within the period indicated	92	95	100
To Undertake stock taking of Commission's Inventory from 1st July 2023 to 30th June 2024	Stock Taking Report	Stock take of inventory done as per the indicated period.	100	150	100



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To Inspect goods, works and services for the Commission from 1st July 2023 to 30th June 2024	Signed Inspection Report	Goods were inspected within the period indicated	95	100	100
Custodian of minutes files for procurement meetings from 1st July 2022 to 30th June 2023	Minutes files updated	Ensured that the minutes files for procurement meetings was updated.	90	100	100
<b>Total Appraisee Score on Performance Targets</b>				<b>730.00</b>	<b>690.00</b>
<b>Mean Appraisal Scores</b>				<b>104.29%</b>	<b>98.57 %</b>

### APPRAISEE'S COMMENTS ON TARGET SETTING

Targets are achievable.

### IMMEDIATE SUPERVISOR'S ON TARGET SETTING

Ensure the targets are verifiable and 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

### MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Obtain Stored items for Supply chain department from 1st July 2023 to 30th June 2024	S11 requisition	target not changed or added	The department was well supplied with the items
Stock cards reconciliation and filling S3, S11, and S3 from 1st July 2023 to 30th June 2024	Updated Records	Target not changed	Maintained records within the period
To manage and maintain Stores records from 1st July 2023 to 30th June 2024	Updated ledger records	Target not changed or added	Managed and maintained store records within the period indicated.
To Issue Store Items to user departments from 1st July 2023 to 30th June 2024	Updated Store ledger books.	Target not changed or added	Store items were issued well.
To Undertake stock taking of Commission's Inventory from 1st July 2023 to 30th June 2024	Stock Taking Report	No target changed or added	Stock take inventory done as per the indicated period.



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To Inspect goods, works and services for the Commission from 1st July 2023 to 30th June 2024	Signed Inspection Report	No target changed or added	Goods were inspected as per indicated period.
Custodian of minutes files for procurement meetings from 1st July 2022 to 30th June 2023	Minutes files updated	No target changed or added	Managed to safe guard and retrieve the files when needed.

### MID YEAR APPRAISEES'S COMMENTS

Targets are achievable

### MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Ensure set targets are achieved during the appraisal and closure period

### 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

The attribute indicated above will help me achieve my targets

### IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

Mid-Year Target done

### STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Record Management	one month	Continuous Professional Development

### APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

Training would be of importance in improving my performance

### IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

Your training need will be supported subject to availability of training funds

### SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations