



## 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>	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
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
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.	100	95	80
To Inspect goods, works and services for the Commission from 1st July 2022 to 30th June 2023	Signed Inspection Report	Goods were inspected within the period indicated.	100	90	75
To Undertake stock taking of Commission's Inventory from 1st July 2022 to 30th June 2023	Stock Taking Report	Stock take of inventory done as per the indicated period.	100	97	80
To Issue Store Items to user departments from 1st July 2022 to 30th June 2023	Updated Store ledger books.	Store items issued to user department within the period indicated	100	98	80



### INDIVIDUAL APPRAISAL REPORT

To manage and maintain Stores records from 1st July 2022 to 30th June 2023.	Updated ledger records	Managed and maintained store records within the period indicated.	100	88	80
Custodian of Supply chain management tea imprest for 6 months	Receipts of items purchased	Receipts updated and forwarded to finance office for the period indicated	100	100	90
Stock cards reconciliation and filling S3, S11, and S3 from 1st July to 30th June 2023	Updated Records	Updated ledger records for the period indicated	100	100	70
Obtain Stored items for Supply chain department from 1st July to 30 June 2023	S11 requisition	Updated ledger records for the period indicated	100	99	80
<b>Total Appraisee Score on Performance Targets</b>				<b>767.00</b>	<b>635.00</b>
<b>Mean Appraisal Scores</b>				<b>95.88%</b>	<b>79.38 %</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets are achievable.	She has shown great commitment to the growth this team through her sacrifices and by going the extra mile to accomplish every given task.

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
	She has always kept abreast of the goals and visions of the Commission and has never derailed from any.

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



## INDIVIDUAL APPRAISAL REPORT

To Undertake stock taking of Commission's Inventory from 1st July 2022 to 30th June 2023	Stock Taking Report	No target added or changed.	Stock take inventory done as per the indicated period.
To Issue Store Items to user departments from 1st July 2022 to 30th June 2023	Updated Store ledger books.	No target added or changed.	Store items issued to the user department within the indicated period.
To manage and maintain Stores records from 1st July 2022 to 30th June 2023.	Updated ledger records	No target added or changed.	Managed and maintained store records within the period indicated.
Custodian of Supply chain management tea imprest for 6 months	Receipts of items purchased	No target added or changed.	Imprest was well utilized.
Stock cards reconciliation and filling S3, S11, and S3 from 1st July to 30th June 2023	Updated Records	No targets were added or changed.	Maintained records within the period
Obtain Stored items for Supply chain department from 1st July to 30 June 2023	S11 requisition	No target changed or added	The department was well supplied with the items.

### MID YEAR APPRAISEES'S COMMENTS

Targets Achieved

### MID YEAR IMMEDIATE SUPERVISORS COMMENTS

She is a great team player.

### VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
------------------	-------------------------------------	-------------------------------

### 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

Accepts constructive criticism and works to improve

### STAFF TRAINING AND DEVELOPMENT NEEDS

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

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

Training would really help in carrying out my duties.

### IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

There is a need for training on records management and any relevant training improve performance



## INDIVIDUAL APPRAISAL REPORT

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Do self rating and return	supervisory course recommended