



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20210549	<b>Staff Name:</b>	Vincent Onyango Wandayi
<b>ID Number:</b>	25763512	<b>Employee E-mail:</b>	vincent.wandayi@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>	Male
<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>	Cyrus Nyaga Njue	<b>Immediate Supervisor Designation:</b>	Principal Supply Chain Management Officer
<b>Second Supervisor:</b>	Mohamednoor Bashir Farah	<b>Supervisor Designation:</b>	Head Supply Chain Management

DEPARTMENTAL OBJECTIVES
1.To ensure effective and efficient support to users.
2. Create value for money and minimize waste.
3.To synchronize supply with demands.

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Ensure accurate delivery of items for the commission	Number of LPOs received	Completed		189	0
Continuous update of the Asset Register	Live	Completed and achieved		170	0
Asset Disposal plan	Committee constituted	Completed and achieved		200	0
Stock reconciliation	Quarterly stock takes	Ongoing		120	0
Issuance of goods to user departments	Number of S11 processed	Completed and achieved		190	0
<b>Total Appraisee Score on Performance Targets</b>				<b>869.00</b>	<b>0.00</b>
<b>Mean Appraisal Scores</b>				<b>173.8%</b>	<b>0%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The Targets are Achievable.	



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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

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Ensure accurate delivery of items for the commission	Number of LPOs received	Not changed.	93%
Continuous update of the Asset Register	Live	Not changed	80%
Asset Disposal plan	Committee constituted	Not changed	72%
Stock reconciliation	Quarterly stock takes	Not changed	98%
Issuance of goods to user departments	Number of S11 processed	Not changed	100%

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Target Achievable.	Targets achieved can not be 100% for ongoing activities

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
The core competencies will enable me achieve the set targets	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Operational Skills	one month	Management

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
This training will enable me achieve my targets	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations