



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150390	Staff Name:	Lydia Gichane Wambui
ID Number:	25113585	Employee E-mail:	lydia.gichane@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC7
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
Storage and Issuance of Goods in a timely manner.
To procure required goods, services and works at the right quantity, quality, time and price.
To promote economy, efficiency and transparency in procurement and stores management
Disposal of assets that have no utility value to the Commission

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To manage and maintain Stores records from 1st July 2021 to 30th June 2022.	Updated ledger records	Managed and maintained store records within the period indicated.	90	100	90
To Issue Store Items to user departments from 1st July 2021 to 30th June 2022	Updated Store ledger books.	Store items issued to user department within the period indicated	90	100	90
To Ensure safety and cleanliness of the store	Secured and clean store facility at all	The store was kept clean all the time within the indicated period	80	100	90
To receive goods, works and services for the Commission from 1st July 2021 to 30th June 2022	S13 Counter receipt voucher	Goods were received as per indicated period	70	100	90



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To Inspect goods, works and services for the Commission from 1st July 2021 to 30th June 2022	Signed Inspection Report	Goods were inspected within the period indicated	80	100	80
To Undertake stock taking of Commission's Inventory from 1st July 2021 to 30th June 2022	Stock Taking Report	Stock take of inventory done as per the indicated period.	85	100	90
Total Appraiser Score on Performance Targets				600.00	530.00
Mean Appraisal Scores				100%	88.33 %

APPRAISEE'S COMMENTS ON TARGET SETTING

Targets are achievable.

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

she has a knack for thinking outside the box

APPRAISEE'S COMMENTS ON PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE

Targets were achievable and no challenges experienced whatsoever

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
To manage and maintain Stores records from 1st July 2021 to 30th June 2022.	Updated ledger records	Target not changed or added	Management and maintenance of Stores were successful
To Issue Store Items to user departments from 1st July 2021 to 30th June 2022	Updated Store ledger books.	Targets not changed or added	Store items were issued well.
To Ensure safety and cleanliness of the store	Secured and clean store facility at all	Targets were not changed or added	The store was kept clean all the time.
To receive goods, works and services for the Commission from 1st July 2021 to 30th June 2022	S13 Counter receipt voucher	Targets were not changed or added	Goods were received the right way
To Inspect goods, works and services for the Commission from 1st July 2021 to 30th June 2022	Signed Inspection Report	Targets were not changed or added	Inspection of goods was done successfully
To Undertake stock taking of Commission's Inventory from 1st July 2021 to 30th June 2022	Stock Taking Report	Targets were not changed or added	The exercise was successfully



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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Targets were achievable	She maintains a culture of transparency and knowledge sharing across all levels in her department

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	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Professionalism is one of my skills which will enable me achieve my set targets	indicate above

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Stock Control System	one month	Continuous Professional Development
Record Management	two months	Continuous Professional Development

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Indicated	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations