



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150451	Staff Name:	Emily Njoki Kimani
ID Number:	27959897	Employee E-mail:	emily.kimani@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	SCM	Appraisal Status	Appraisee
Immediate Supervisor:	Cyrus Nyaga Njue	Immediate Supervisor Designation:	Principal Supply Chain Management Officer
Second Supervisor:	Mohamednoor Bashir Farah	Supervisor Designation:	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
To draft supply chain procurement plan FY 2023-2024 by 8th may 2023	Approved supply chain management department procurement plan by HSCM.			0	0
Consolidating of procurement plan for directorates/departments/sections for annual and revised procurement plan by 5th June,2023	Submitted procurement plan for FY 2023/2024 to HSCM			0	0
Uploading of procurement plan FY 2023/2024 in the IFMIS Module	Complete and approved procurement plan in the IFMIS Module.			0	0
To Procure goods and services through requisitions from user departments and capturing in the IFMIS module.	Approved memo. NO. of requisitions sent to Accounting officer for Approval. Preparation of RFQ document. Approved opening/evaluation committee memos.			0	0
Classification of procurement requisitions for goods, services, non- consultancy services, consultancy services and works from user departments.	Requisition register and file is up to date.			0	0
Preparation of contract documents/Purchase orders/Local Service orders.	Signed contract documents. Notification of award letters. Number of Purchase orders. Number of Local Service Orders.			0	0
Reconciling suppliers invoices and authorities and forwarding to accounts department for payment.	Invoice movement book is upto date			0	0



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Custodian of standing imprest on behalf of the department for procurement of low value and urgent items.	Procurement of required goods at the right quantity, quality and time for user departments.			0	0
Prepare and assemble bid documents which includes request for quotations to ensure proper documentation is in place.	updated procurement files.			0	0
Offer secretariat services on evaluation of Tenders for Medical cover and GPA/WIBA.	The Evaluation report, opening minutes are signed and filed.			0	0
Preparation of Tender document for Registration of suppliers for supply of Goods, Works and services for FY 2023-2025.	Approved tender document by HSCM			0	0
Conduct Market Survey.	Filed market survey documents in the respective file.			0	0
Prepare Request for quotation documents for allocated items.	Number of request for quotation documents prepared.			0	0
Secretary to Tender opening for Registration of suppliers for supply of Goods, Works and services for FY 2023-2025.	1.Signed attendance list by committee members. 2.Signed tender opening Minutes.			0	0
Secretariat to registration of suppliers for supply of Goods, works and Services FY 2023-2025	1. Preparation of evaluation score sheets 2. Preparation of evaluation report			0	0
Sourcing/Unsealing in IFMIS Module.	Number of Request for quotations sent to suppliers. Number of items unsealed in IFMIS Module.			0	0
Total Appraisee Score on Performance Targets				0.00	0.00
Mean Appraisal Scores				0%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

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
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MID YEAR APPRAISEES'S COMMENTS

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

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
STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	