



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150444	Staff Name:	Alice Namundu Omanji
ID Number:	28083215	Employee E-mail:	alice.omanji@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:	NLC9
Dept/Directorate	HRA	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Guyo Sora Bagaja	Immediate Supervisor Designation:	Chief Human Resource Officer
Second Supervisor:	Guyo Bagaja Sora	Supervisor Designation:	Chief Human Resource Officer

DEPARTMENTAL OBJECTIVES
Ensure automation of Commission processes and procedures.
Ensure efficient and effective administration services.
Enhanced efficiency in Commission services.
Effective cost management and efficient internal control systems

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Ensure office cleanliness at least twice per day.	Records of duty Rota duly signed by Administration Officer in Charge.		Cleanness done	100	100
Receiving and dispatch of mail. Handling at least 5 - 10 mails per day.	Updated records of incoming mail and outgoing mail.		Dispatched done as per the targets	100	100
Conduct daily security checks every morning and report any breaches immediately.	Updated incidences reported at the security desk.		Not Clear	100	100
Managing of tea imprest on monthly basis and preparing staff tea as/when required.	submitted surrender memos and expense receipts submitted to the accounts department.		Imprest managed prudently	100	100
Requisitioning of office stationary and restocking 2 - three times per month to ensure smooth flow of office operations.	Signed copies of S11 requisition book.		Stationary requested as required	100	100
Handling of at least 5 visitors per day and directing them to the relevant offices.	Filed records of duly filled in visitors form.		Daily filling conducted	100	100
Total Appraisee Score on Performance Targets				600.00	600.00
Mean Appraisal Scores				100%	100%



INDIVIDUAL APPRAISAL REPORT

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The set targets are achievable.	Good performance

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 office cleanliness at least twice per day.	Records of duty Rota duly signed by Administration Officer in Charge.	Target not changed	ongoing
Receiving and dispatch of mail. Handling at least 5 - 10 mails per day.	Updated records of incoming mail and outgoing mail.	Target not changed	ongoing
Conduct daily security checks every morning and report any breaches immediately.	Updated incidences reported at the security desk.	Target not changed	ongoing
Managing of tea imprest on monthly basis and preparing staff tea as/when required.	submitted surrender memos and expense receipts submitted to the accounts department.	Target not changed	ongoing
Requisitioning of office stationary and restocking 2 - three times per month to ensure smooth flow of office operations.	Signed copies of S11 requisition book.	Target not changed	ongoing
Handling of at least 5 visitors per day and directing them to the relevant offices.	Filed records of duly filled in visitors form.	Target not changed	ongoing

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

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I believe i am competent and efficient in the duties assigned to me. Very good-upto100%	



INDIVIDUAL APPRAISAL REPORT

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Records Management Course	3 weeks	Customer Care Management Course
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Records management is my major duty and therefore above course will help me manage the office better.		
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	