



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210561	Staff Name:	Ivy Wambui Kariuki
ID Number:	29648735	Employee E-mail:	ivy.kariuki@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2024-2025
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC6
Dept/Directorate	SCM	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Mohamednoor Bashir Farah	Immediate Supervisor Designation:	Head Supply Chain Management
Second Supervisor:	Mohamednoor Bashir Farah	Supervisor Designation:	Head Supply Chain Management

DEPARTMENTAL OBJECTIVES

To ensure effective and efficient support to users

To synchronize supply with demands

Create value for money and minimize waste

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1. Upload complete tenders/ opening and evaluation reports/ professional opinions/ contracts/ LPOs& LSOs and Inspection reports in the PPIP Portal by 5th of every month	a) Uploaded reports in the PPIP Portal			0	0
2. To draft and submit statutory reports (5th of each subsequent month, Quarterly report submitted to PPRA and National Treasury by 14th day of the subsequent Quarter	a) Approved statutory reports by the CEO b) Copies of reports submitted to PPRA and National Treasury			0	0
3. Preparation of Quarterly Framework reports to CEO and Internal Audit by 5th of every subsequent month	a) Submitted report to the CEO and Internal Audit			0	0
4. Prepare Quarterly reports related to outstanding ICT payments by 5th or every subsequent Quarter.	a) Submitted report to HSCM			0	0
5. Monitor and update bi- annual reports on contract status for ICT tenders; i.e. start and completion dates. by 5th of January and 5th of July 2025.	a) Submitted ICT report to HSCM			0	0
6. To consolidate Procurement Plan for FY 2024-2025 for the Commission by 1st July 2024	a) Submitted Consolidated Procurement Plan to HSCM			0	0
Total Appraisee Score on Performance Targets				0.00	0.00



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Mean Appraisal Scores		0%	0%
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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
These targets are achievable.	Ensure your targets are achieved as planned

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

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
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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 am confident that adhering to the code of ethics and maintaining professionalism will enable me to achieve my set targets on schedule.	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Supervisory and managerial skills	4 weeks	Senior Management Course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The senior management course will enhance my ability to acquire effective supervisory and managerial skills.	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations