KEFRI/F/ADM/07



**JOB CARD**

Date …………………………

Job title …………………………………………………

Location of job …………………………………………………

Job commencement date ………………Target completion date …………………

**ACTIVITIES TO BE UNDERTAKEN ARE**

1. ………………………………………………………………………………………………
2. ………………………………………………………………………………………………
3. ………………………………………………………………………………………………
4. ………………………………………………………………………………………………

Job authorized by …………………. Designation …………………….

Signature …………………………… Date ……………………………………

Supervisor’s name ………………… Signature ………………….. Date ………..

Labour force involved: 1) ……………… Signature ……………………

 2) ……………… Signature ……………………

 3) ……………… Signature .………………..…

 **COMMENTS ON JOB PERFORMANCE**

Actual date of completion……………………………………………

Is project completed within targeted time? **YES/NO** Project cost Kshs ……..

Reasons by Supervisor for delay in completion in case the project is not completed within the targeted time frame ……………………………………………………………………………………………………………………………………………………………………………………………………

Overall general comments by Head of Section regarding Job Performance………………………………………………………………………………………………………

Signature …………………. Date ………………………..