

تعمیراتی کاموں کی رفتار میں اضافہ ہو گا اور اس کے ساتھ ساتھ کھلی ہوئی جگہوں کی تعمیرات میں بھی ترقی دیکھی جائے گی۔
2022 میں "اے" درجہ کی تعمیرات میں 4.4 کروڑ ڈالروں کی اضافی رقم خرچ کی جائے گی اور اس کے ساتھ ساتھ
اس کے ساتھ ساتھ تعمیراتی کاموں کی رفتار میں اضافہ ہو گا اور اس کے ساتھ ساتھ کھلی ہوئی جگہوں کی تعمیرات میں بھی ترقی
دیکھی جائے گی۔

5. "اے" درجہ کی تعمیرات میں اضافہ ہو گا اور اس کے ساتھ ساتھ کھلی ہوئی جگہوں کی تعمیرات میں بھی ترقی
دیکھی جائے گی۔

6. "اے" درجہ کی تعمیرات میں اضافہ ہو گا اور اس کے ساتھ ساتھ کھلی ہوئی جگہوں کی تعمیرات میں بھی ترقی
دیکھی جائے گی۔

7. "اے" درجہ کی تعمیرات میں اضافہ ہو گا اور اس کے ساتھ ساتھ کھلی ہوئی جگہوں کی تعمیرات میں بھی ترقی
دیکھی جائے گی۔

"اے" درجہ کی تعمیرات میں اضافہ ہو گا اور اس کے ساتھ ساتھ کھلی ہوئی جگہوں کی تعمیرات میں بھی ترقی
دیکھی جائے گی۔



Ministry of Finance

Male'

Republic of Maldives

Performance Evaluation Form

Consultants/Contract Employees

Section 1: Employee Information

Name:		
Job Title:		
Contract Duration:		
Review Period:	From:	To:
Direct Supervisor:		

Section 2: Progress towards the assigned tasks (Total Weightage 75%)

Note: The following section will be marked based on the main tasks assigned. If a subtask is included, an average shall be calculated from the marks received for the subtasks included under the main task.

Unacceptable: 0

Needs improvement: 1

Meets expectation: 2

Exceeds expectation: 3

$$\text{Total Marks Received} = \frac{\text{Total Marks Received from the Section:2}}{\text{Total Marks which can be received}} \times 75\%$$

Main Task	Rating	Marks	Comments
1. Prepare an assessment of the MM module of the SAP, in order to identify the development requirements for the proper rolling-out and use of the system	<input type="checkbox"/> Exceeds expectation <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
2. Prepare a Go-live plan for atoll based agencies and implement MM module according to the plan.	<input type="checkbox"/> Exceeds expectation <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		

3. Ensure the initial inventory stock is updated prior to usage of MM module.	<input type="checkbox"/> Exceeds expectation <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
4. Implement all the configuration issues which arise due to the policy changes within a month	<input type="checkbox"/> Exceeds expectation <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
5. Preparation of standard operating procedures (SOP) and update as necessary	<input type="checkbox"/> Exceeds expectation <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
6. Arrange and conduct MM training to one additional staff to allow for transfer of skills and knowledge suitably over the first year.	<input type="checkbox"/> Exceeds expectation <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
7. Arrange and conduct MM training to end-users (both new user training and refresher training) on a regular basis, determined by the Financial Controller	<input type="checkbox"/> Exceeds expectation <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
8. Ensure reconciliation of data in the SAP software on an annual basis	<input type="checkbox"/> Exceeds expectation <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
9. Correct any errors/problems related to MM and prepare a log on a monthly basis	<input type="checkbox"/> Exceeds expectation <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
10. Review system for usage of MM by AGAs' and take necessary actions on a regular basis as determined by the Financial Controller.	<input type="checkbox"/> Exceeds expectation <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		

Section 3: Core Values and Objectives (Total Weightage 25%)

Note: The marks for this section will be given as below

Unacceptable: 0

Needs improvement: 1

Meets expectation: 2

Exceeds expectation: 3

$$\text{Total Marks Received} = \frac{\text{Total Marks Received from the Section:3}}{\text{Total Marks which can be received}} \times 25\%$$

Performance Category	Rating	Marks	Comments
Quality of Work: Work is completed accurately (few or no errors), efficiently and within deadlines with minimal supervision	<input type="checkbox"/> Exceeds expectation <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
Attendance & Punctuality: Reports for work on time, provides advance notice of need for absence	<input type="checkbox"/> Exceeds expectation <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
Reliability/Dependability: Consistently performs at a high level; manages time and workload effectively to meet responsibilities	<input type="checkbox"/> Exceeds expectation <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
Communication Skills: Written and oral communications are clear, organized and effective; listens and comprehends well	<input type="checkbox"/> Exceeds expectation <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
Initiative and Flexibility: Demonstrates initiative, often seeking out additional responsibility	<input type="checkbox"/> Exceeds expectation <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
Cooperation and Teamwork: Respectful of colleagues when working with others and make valuable contributions to help the group achieve its goals	<input type="checkbox"/> Exceeds expectation <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
Decision Making: Make thoughtful, well-reasoned decisions; resourcefulness and creativity in problem solving	<input type="checkbox"/> Exceeds expectation <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		

Section 4: Total Marks of Key Performance Indicators

Sections	Calculation	Total Marks from the Sections
Section 2	$\frac{\quad}{30} \times 75$	
Section 3	$\frac{\quad}{21} \times 25$	
Total Marks Received:		

Section 5: Comments from Supervisor and Employee

Supervisor Comments	Employee Comments

Employee	Supervisor
Name: Sign: Date:	Name: Designation Sign: Date:

_____ *End of Evaluation* _____