

**NATIONAL AGRICULTURAL RESEARCH ORGANISATION
NATIONAL SEMI-ARID RESOURCES
RESEARCH INSTITUTE(NaSARRI)-SERERE**

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MAAIF

@narouganda

NARO Uganda

NARO Uganda

www.naro.go.ug

Our Ref: .EMP 2096

Your Ref:...

THE DIRECTOR GENERAL

NARO

P.O BOX 295,

ENTEBBE

THRU;

THE DIRECTOR OF RESEARCH
NaSARRI

forwarded for your kind consideration.

EMPLOYMENT CONTRACT RENEWAL

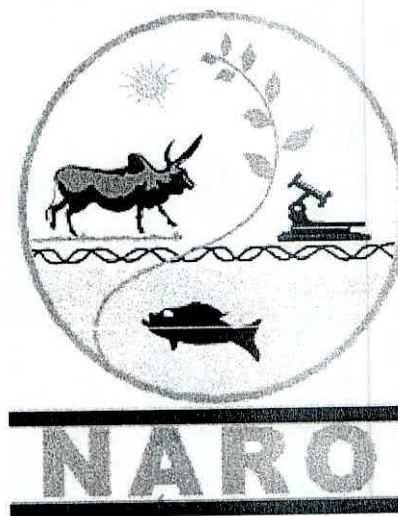
I take this opportunity to thank you for offering me the chance to work with this organization which has been an exciting and rewarding experience.

However my current employment contract runs out in September 2024 and I would like to let you know of my interest in continuing to work with NARO pending my appraisal of 2023/24 as per section 3.8.2 of the human resource manual.

Looking forward to your kind consideration.

Yours sincerely

Isaac Ojen
Electrician
NaSARRI..



OBJECTIVE:

TO GENERATE, PACKAGE AND DISSEMINATE APPROPRIATE CROP TECHNOLOGIES AND INFORMATION FOR SEMI AND AGRICULTURAL PRODUCTION SYSTEMS

3.0 ANNEX: FORM FOR EXPRESSION OF INTEREST FOR CONTRACT RENEWAL

A. PERSONAL DETAILS

Name of Employee: Isaac Ojen

Position: Electrician

Date of First Appointment in NARO: 2nd Sept 2019

Date of Current Appointment: 2nd Sept 2019

Employee No. EMP 2096

Institute: National Semi Arid Resources Research Institute (NaSARRI)

B. ASSESSMENT CRITERION

CRITERIA	Score Year 1 2018-2019	Score Year 2019-2020	Score Year3 2020-2021	Score Year 4 2021- 2022	Score Year 5 2022- 2023	Overall Average Score	Remarks
Performance Appraisal		Probation period.	75.7%	75.3%	77.3%	76.1%	
Professional Development (Academic, short-term trainings, attachments)	Short and long term trainings undertaken during contract period	Long term capacity development: NONE.					
		Short term trainings and retooling: NONE					
	Professional development activities	Membership status Activities NONE.					
	Support to management	Membership on Institute Committees NONE.					

		Taskforces and special assignments NONE.
Terms of Reference & Achievements	TOR AND ACHIEVEMENTS	
	- Carrying out routine checks for repairs and maintenance of electrical equipment Achievements. Routine checks for repairs and maintenance of electrical equipment has always been done. periodic checks on the internet switches backup systems are checked, monthly cleaning of the generators and control panels has been done - Installing, maintaining and operating electrical equipment Achievements. New electrical equipment have been installed, maintained and operated in a good and sound manner such as power stabilizers, generators, control panels, new electrical installation, submersible motors, surface motors among others - Repairing and maintaining electrical works Achievements. Burnt, shorted and open circuits have been repaired by replacement or repair where possible such as armoured cables, PVC cables, sockets, switches, lamps etc - Testing electrical equipment for proper operation Achievements. Various electrical equipment have been tested for proper functionality such as motors, water pumps, solar installations, refrigerators, cold room compressors, diesel generators and petrol generators, lightning arrestors - Interpreting drawings Achievements. Blue prints have been interpreted as per the design and electrical works executed as per the designs. Others have been interpreted in following or tracing for faults case in point is during the renovation of the administration block - Carrying out inspection of electrical works Achievements. Electrical works has been inspected to ascertain; The functionality of the system	

	To ensure that the procedures and standards are followed as per the guiding principles especially by contractors. Among this was during the installation of CCTV, solar water pumping system and also during the flushing of the borehole wells • Maintaining appropriate service and repair records Achievements Generator log book is always updated and also other electrical related works are logged for record purpose and also to guide in proper planning for future eventualities • Complying with safety guidelines and procedure Achievements Electrical works are always done in accordance with proper guidance and procedure such as condoning areas, isolating circuits for safety and tagging labels wearing reflector for easy visibility and generally proper personal protective equipment for the operators. • Responding to routine and emergency calls for repairs and service Achievements Response has always been accorded to emergency works say where need be. It has been either a public holiday/ weekend but due to public demand and as support the main cause work has to be conducted • Performing any other duties assigned to you by designated supervisors; Achievements Several calls have come and works have been such as engraving of institute chairs tables among others
Challenges and Solutions	Power instability within the institute and Serere at large has affected operations and blown some equipment and most cases forced us to run on diesel generators which is costly.

	Lack of proper electrical tools has affected operations as some works cannot carried out. Lack of proper PPE Solution; acquire the requisite tools/PPE
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C. APPROVALS AND COMMENTS

Confirmation of report by the immediate supervisor:

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Name:

Signature:

**Comments by Head of Human Resource and Administrative Officer and
confirmation that there are supporting documents for verification in case need
arises:**

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Name:

Signature:

Comments of Director of Research/Head of Directorate

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.....

Name:

Signature:

Name and signature of the assessed officer

Name:

Signature:

Date: