

CHIEF FINANCIAL OFFICER

NAME:	S MHLOPHE	LINE MANAGER:	LY MHLUNGU
EMPLOYEE NO.		JOB TITLE:	MAYOR
JOB TITLE:	CHIEF FINANCIAL OFFICER	BUSINESS UNIT/SITE	COUNCIL CHAMBER
DIVISION / BUSINESS UNIT:	BUDGET AND TREASURY OFFICE	PERIOD:	1 JULY 2020 – 30 JUNE 2021
SITE:	34 VOOR STREET, MAIN OFFICE	REVIEW DATE:	
RATING SCALE:	1 = Not meeting the standards 2 = Meet some of the standards 3 = Meet all the standards 4 = Meet all & exceed some standards 5 = Meet & exceed all standards		

Key Performance Area's (KPA's) Weight = 100%

Leading and Core Competencies Weight = 100%

KEY PERFORMANCE AREA 3: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT (SOUND FINANCIAL MANAGEMENT)

Area performance indicators and annual targets for 2020/21

Strategic objective 2.1: Ensure a financially viable and sustainable municipality.
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Key Performance Area	Link to Municipal Outcome	Measurable Objective/Output	Performance Indicator (Unit of Measure)	Baseline (Previous Year Actuals)	Annual Target	Annual Budget 00	Q1		Q2		Q3		Q4		Responsible Department	Clear target set each year	Means of verification
							Target	Actual	Target	Actual	Target	Actual	Target	Actual			
1. Adopt the municipal IDP aligned	1.1	Number of C schedule Reports prepared and	12	12	0	0	0	0	0	0	0	0	0	0	Budget & Treasury Office	No	Proof of submission
1.1	1.1	Number of C schedule Reports prepared and	12	12	0	0	0	0	0	0	0	0	0	0	Budget & Treasury Office	No	Proof of submission

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annual budget																							
submitted to Executive Mayor and Provincial Treasury																							
Number of section 52 reports prepared and submitted to council	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Number of Vat returns submitted to SARS	12	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12 monthly updates of investment register	12	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Number of Supply Chain Management reports submitted to the executive Mayor and provincial Treasury	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Number of Procurement Plans prepared and submitted in the 2020/21 Financial year	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
No of Annual Financial Statements prepared and submitted to Auditor General in the year	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Number of Draft Budgets prepared and tabled to Council and Submitted to Provincial Treasury	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Number of adjustment budget reviewed and adopted by Council in the 2020 year	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Number of Final Budgets prepared, submitted and adopted by Council	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
annual budget																							
submitted to Executive Mayor and Provincial Treasury																							
Number of section 52 reports prepared and submitted to council	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Number of Vat returns submitted to SARS	12	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12 monthly updates of investment register	12	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Number of Supply Chain Management reports submitted to the executive Mayor and provincial Treasury	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Number of Procurement Plans prepared and submitted in the 2020/21 Financial year	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
No of Annual Financial Statements prepared and submitted to Auditor General in the year	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Number of Draft Budgets prepared and tabled to Council and Submitted to Provincial Treasury	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Number of adjustment budget reviewed and adopted by Council in the 2020 year	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Number of Final Budgets prepared, submitted and adopted by Council	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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reporting. 13. Adopt an updated SCM framework. 12. Adopt an updated fraud prevention plan.	No of action plans prepared on audit findings and submitted to Municipal Manager	1	1	0						Prepare action plans for Annual Financial statement to Municipal Manager					Office of the Municipal manager	Year-end action plan
	Number of bank reconciliation prepared by the CFO in the year ended 2020	12	12	0	3X Bank Reconciliation	3X Bank Reconciliation	3X Bank Reconciliation	3X Bank Reconciliation	3X Bank Reconciliation	3X Bank Reconciliation	3X Bank Reconciliation	3X Monthly Asset Reconciliation	3X Monthly Grant Reconciliation	3X Debtors Reconciliation	Budget & Treasury Office	signed copy bank reconciliations
	Number of Assets Reconciliation prepared by CF in the year ended 2020	12	12	0	3X Monthly Asset Reconciliation	3X Monthly Asset Reconciliation	3X Monthly Asset Reconciliation	3X Monthly Asset Reconciliation	3X Monthly Asset Reconciliation	3X Monthly Asset Reconciliation	3X Monthly Asset Reconciliation	3X Monthly Asset Reconciliation	3X Monthly Grant Reconciliation	3X Debtors Reconciliation	Budget & Treasury Office	Signed copy asset reconciliations
	Number of Grant reconciliation to be prepared by CFO in the year ended 2020	12	12	0	3X Monthly Grant Reconciliation	3X Monthly Grant Reconciliation	3X Monthly Grant Reconciliation	3X Monthly Grant Reconciliation	3X Monthly Grant Reconciliation	3X Monthly Grant Reconciliation	3X Monthly Grant Reconciliation	3X Monthly Grant Reconciliation	3X Monthly Grant Reconciliation	3X Debtors Reconciliation	Budget & Treasury Office	Signed Copy of grant reconciliations
	Number of debtors reconciliation to be prepared by CFO in the year ended 2020	12	12	0	3X Debtors Reconciliation	3X Debtors Reconciliation	3X Debtors Reconciliation	3X Debtors Reconciliation	3X Debtors Reconciliation	3X Debtors Reconciliation	3X Debtors Reconciliation	3X Debtors Reconciliation	3X Debtors Reconciliation	3X Debtors Reconciliation	Budget & Treasury Office	Signed Copy debtors reconciliations
	Number of valuation roll reconciliations to be prepared by CFO in the year ended 2020	12	12	0	3X Valuation Roll Reconciliation	3X Valuation Roll Reconciliation	3X Valuation Roll Reconciliation	3X Valuation Roll Reconciliation	3X Valuation Roll Reconciliation	3X Valuation Roll Reconciliation	3X Valuation Roll Reconciliation	3X Valuation Roll Reconciliation	3X Valuation Roll Reconciliation	3X Debtors Reconciliation	Budget & Treasury Office	Signed Copy of valuation roll reconciliations
	Number of times the contract register is reviewed and updated in the 2020 Financial Year	4	4	0	1x update	1x update	1x update	1x update	1x update	1x update	1x update	1x update	1x update	1x update	Budget & Treasury Office	Signed Copy of contract registers
	Number of creditors reconciliations prepared in the 2020 Year end	12	12	0	3X creditors Reconciliation	3X creditors Reconciliation	3X creditors Reconciliation	3X creditors Reconciliation	3X creditors Reconciliation	3X creditors Reconciliation	3X creditors Reconciliation	3X creditors Reconciliation	3X creditors Reconciliation	3X creditors Reconciliation	Budget & Treasury Office	Signed copy of the creditors reconciliations

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COMPETENCY FRAMEWORK

Leadership and Core Competencies

Weight = 100%

Weight (%)	LEADING COMPETENCIES (70%)		Progress on date of review	Score
15	<ul style="list-style-type: none"> Strategic Direction and Leadership 	<ul style="list-style-type: none"> Impact and Influence Institutional Performance Management Strategic Planning and Management Organisational Awareness 		
5	<ul style="list-style-type: none"> People Management 	<ul style="list-style-type: none"> Human Capital Planning and Development Diversity Management Employee Relations Management Negotiation and Dispute Management 		
5	<ul style="list-style-type: none"> Programme and Project Management 	<ul style="list-style-type: none"> Programme and Project Planning and Implementation Service Delivery Management Programme and Project Monitoring and Evaluation 		
25	<ul style="list-style-type: none"> Financial Management 	<ul style="list-style-type: none"> Budget Planning and Execution Financial Strategy and Delivery Financial Reporting and Monitoring 		
5	<ul style="list-style-type: none"> Change Leadership 	<ul style="list-style-type: none"> Change Vision and Strategy Process Design and Improvement Change Impact Monitoring and Evaluation 		
15	<ul style="list-style-type: none"> Governance Leadership 	<ul style="list-style-type: none"> Policy Formulation Risk and Compliance Management Cooperative Governance 		
LEADING COMPETENCIES FINAL SCORE				/70

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Weight (%)	CORE COMPETENCIES (30%)		Progress on date of review	Score
5	<ul style="list-style-type: none"> Moral Competency 	<ul style="list-style-type: none"> Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competency. 		
5	<ul style="list-style-type: none"> Planning and Organising 	<ul style="list-style-type: none"> Able to plan, prioritize and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manager risk. 		
5	<ul style="list-style-type: none"> Analysis and Innovation 	<ul style="list-style-type: none"> Able to critically analyse information, challenges and trends to establish and implement fact based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives 		
5	<ul style="list-style-type: none"> Knowledge and Information Management 	<ul style="list-style-type: none"> Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government 		
5	<ul style="list-style-type: none"> Communication 	<ul style="list-style-type: none"> Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome. 		
5	<ul style="list-style-type: none"> Results and Quality Focus 	<ul style="list-style-type: none"> Able to maintain high quality standards, focused on achieving results and 		

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objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives.	/30
CORE COMPETENCIES FINAL SCORE	

The assessment of the Manager on the performance of the competencies will be based on the following rating scale:

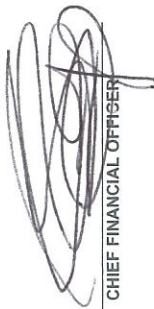
Achievement Levels	Description
Basic	Applies basic concepts, methods and under operations, but requires supervision and direction
Competent	Develops and applies more progressive understanding, plans and guides the work progressive analysis
Advanced	Develops and applies complex concepts, r Effectively directs and leads a group and ex

Thus done and signed at Emadlangeni Municipality on this the 25 day of July 2020.

AS WITNESSES:

1. 

2. 


CHIEF FINANCIAL OFFICER

AS WITNESSES:

1. 

2. 


CILLIR LY MHLINGU: MAYOR