

DIRECTOR: CORPORATE SERVICES

NAME:	ZJ MKHIZE	LINE MANAGER:	S MHLOPHE
EMPLOYEE NO.	261007	JOB TITLE:	ACTING MUNICIPAL MANAGER
JOB TITLE:	DIRECTOR: CORPORATE SERVICES	BUSINESS UNIT/SITE	EXECUTIVE
DIVISION / BUSINESS UNIT:	CORPORATE SERVICES	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 2: MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION

KEY PERFORMANCE AREA 4: GOOD GOVERNANCE & PUBLIC PARTICIPATION

KEY PERFORMANCE AREA 5: LOCAL ECONOMIC & SOCIAL DEVELOPMENT

Area performance indicators and annual targets for 2020/21

Strategic objective 2.1: Ensure a sustainable working environment

Key Performance Area	Link to National Objective	Performance Indicator (Unit of Measure)	Baseline (Previous Year Actuals)	Annual Target		Actual		Department	Quarterly target achieved Yes/No	Means of verification	Explain on effect of variance and improve service delivery
				Annual Target	Budget 00	Target	Actual				
9	Outcome			Q1	Q2	Q3	Q4	Actual			

MUNICIPAL INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION											
A responsive, accountable, effective and efficient local government system											
1. Review and adopt municipal policies											
1.1	Number of policies reviewed and adopted in the 2020/21 financial year	0	4	0							
1.2	Establish Occupational Health & Safety Committee	Appointment letters	1	0							
1.3	Number Local Labour Forum (LLF) meetings		7	4	0	1					
1.4	Review Organogram 2021/22	2020/21 reviewed organogram	1	0	3						
1.5	Review Work Skills Plan (WSP) Development	2019/20 WSP in place	1	0	1						
1.6	Number of training interventions held in the financial year ending 2020/21		14	25							
2.1	Number of Public Consultation Meetings (Zimbizo) in the year ended June 2020		1	1	R400						
3.1	Number Of ward committee meetings		36	72	R0	18	18	18	18	18	
2.	Implement the municipal public participation strategy										
3.	Ensure the functionality of ward committees.										





	recreations facilities																			
	9. Ensure the municipal contribution to HIV/AIDS	9.1 Number of HIV/AIDS activities to be undertaken	3	2	R 90	1														
	10. Ensure the municipal contribution to HIV/AIDS	10.1 Number of Local Aids Council meetings & 1 HIV/AIDS Awareness Campaign	4	5	R 100	1														
	11. Exercise the traffic law enforcement	11.1 Number of road blocks conducted	12	8	R0	2														
	12. Implement a crime prevention infrastructure framework.	12.1 Number of community dialogue	3	4	R42	1														
	13. Ensure the municipal contribution to community safety	13.1 Number of community safety forums	0	4	R30	1														

COMPETENCY FRAMEWORK

Leading 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 		
15	<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 		
10	<ul style="list-style-type: none"> Programme and Management 	<ul style="list-style-type: none"> Programme and Project Planning and Implementation Service Delivery Management Programme and Project Monitoring and Evaluation 		
5	<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 		
10	<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 		
5	<ul style="list-style-type: none"> Governance Leadership 	<ul style="list-style-type: none"> Policy Formulation Risk and Compliance Management Cooperative Governance 		

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LEADING COMPETENCIES FINAL SCORE /60

Weight (%)	CORE COMPETENCIES (30%)		Progress on date of review	Score
10	<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 		
10	<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 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. 		
CORE COMPETENCIES FINAL SCORE /40				


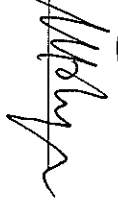
The assessment of the Manager on the performance of the competencies will be based on the following rating scale:

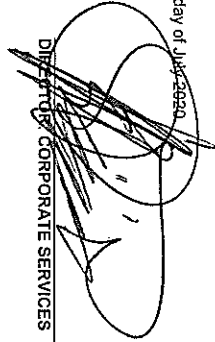
Achievement Levels	Description	Scoring
<ul style="list-style-type: none"> Basic 	Applies basic concepts, methods and understanding of local government operations, but requires supervision and development intervention	1 -2
<ul style="list-style-type: none"> Competent 	Develops and applies more progressive concepts, methods and understanding, plans and guides the work of others and executes progressive analysis	3

<ul style="list-style-type: none"> Advanced 	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in depth analyses	4
<ul style="list-style-type: none"> Superior 	Has a comprehensive understanding of local government operations, critical in shaping strategic directions and change, develops and applies comprehensive concepts and methods	5

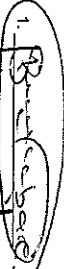

Thus done and signed at Utrecht on this the 25 day of July 2020

AS WITNESSES:

1. 
 2. 


 DIRECTOR CORPORATE SERVICES

AS WITNESSES:

1. 
 2. 


 ACTING MUNICIPAL MANAGER