



**2022/2023  
PERFORMANCE AGREEMENT**

Made and entered into by and between

**EMADLANGENI MUNICIPALITY**

Herein represented by **Councillor Mzwakhe Lawrence Buthelezi** in his capacity as

**MAYOR**

and

**Mrs. Grace Nontuthuzelo Mavundla**

ID No 760929 0502 088

Hereinafter referred as the

**MUNICIPAL MANAGER**

G.N.Z

ML

M.Z

# CONTENTS

1. INTRODUCTION .....	3
2. PURPOSE OF THIS AGREEMENT .....	3
3. COMMENCEMENT AND DURATION .....	4
4. PERFORMANCE OBJECTIVES.....	4
5. PERFORMANCE MANAGEMENT SYSTEM .....	5
6. THE EMPLOYEE AGREES TO PARTICIPATE IN THE PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM THAT THE EMPLOYER ADOPTS.....	5
7. EVALUATING PERFORMANCE.....	7
8. SCHEDULE FOR PERFORMANCE REVIEWS .....	9
9. DEVELOPMENTAL REQUIREMENTS .....	9
10. OBLIGATIONS OF THE EMPLOYER .....	10
11. CONSULTATION.....	10
12. MANAGEMENT OF EVALUATION OUTCOMES.....	10
13. DISPUTE RESOLUTION.....	11
14. GENERAL .....	11

**Annexure A – Performance Plan**

**Annexure B– Personal Development Plan**

**Annexure C – Disclosure Form**

**Annexure D– Code of Conduct**

G.N.Z



M.Z

ML

## PERFORMANCE AGREEMENT

### ENTERED INTO AND BETWEEN:

The Municipality of eMadlangeni herein represented by **Councillor Mzwakhe Lawrence Buthelezi** in his capacity as the Mayor hereinafter referred to as the Employer or Reporting Officer and **Mrs Grace Nontuthuzelo Mavundla** Employee of the Municipality of eMadlangeni.

### WHEREBY IT IS AGREED AS FOLLOWS:

#### 1. INTRODUCTION

- 1.1 The Employer has entered into a contract of employment with the Employee in terms of section 57(1) (a) of the Local Government: Municipal Systems Acts 32 of 2000 (“the System Act”). The Employer and the Employee are hereinafter referred to as “the Parties”.
- 1.2 Section 57(1) (b) of the Systems Act, read with the Contract of Employment concluded between the parties to conclude an annual performance Agreement.
- 1.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will secure local government policy goals.
- 1.4 The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

#### 2. PURPOSE OF THIS AGREEMENT

The Purpose of this Agreement is to -

- 2.1 Comply with the provisions of Section 57(1)(b),4(A),(4B) and (5)of the Systems Acts as well as the Contract of Employment entered into between the parties;
- 2.2 Specify objectives and targets established for the Employee and to communicate to the Employee the Employer’s expectations of the Employee’s performance expectations and accountabilities;
- 2.3 Specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.4 Monitor and measure performance against set targeted outputs;

G.N.Z



M.Z

ML

- 2.5 Use the Performance Agreement and Performance Plan as the basis for assessing the suitability of the Employee for permanent employment and /or to assess whether the Employee has met the performance expectations applicable to her job;
- 2.6 Appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and
- 2.7 Give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.


### **3. COMMENCEMENT AND DURATION**

- 3.1 This Agreement will commence on the 01 October 2022 and will remain in force until 30 June 2023 whereafter a new Performance Agreement, Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement and Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year.
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason.
- 3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the applicability of the matters agreed upon.
- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

### **4. PERFORMANCE OBJECTIVES**

- 4.1 The Performance Plan (Annexure A) sets out-
  - 4.1.1 The performance objectives and targets that must be met the Employee; and
  - 4.1.2 The time frames within which those performance objectives and targets must be met.

G.N.Z

  
M.Z

ML

- 4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan and the Budget of the Employer, and shall include key objectives; key performance indicators; target dates and weighting
- 4.3 The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe in which the work must be achieved. The weightings show the relative importance of the key objectives to each other.
- 4.4 The Employee's performance will, in addition, be measured in Terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

## **5 PERFORMANCE MANAGEMENT SYSTEM**

- 5.1 The Employee agrees to participate in the Performance Management System that the Employer adopts or introduces for the Employer, management, and municipal staff of the Employer.
- 5.2 The Employee accepts that the purpose of the Performance Management System will be to provide a comprehensive system with specific performance standards to assist the Employer, management, and municipal staff to perform to the standards required.
- 5.3 The Employer will consult the Employee about the specific performance standard that will be included in the Performance Management System as applicable to the Employee.

## **6 THE EMPLOYEE AGREES TO PARTICIPATE IN THE PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM THAT THE EMPLOYER ADOPTS**

- 6.1 The Employee undertakes to actively focus towards the promotion and implementation of KPA's (including special projects relevant to the employee's responsibilities) within the local government framework.
- 6.2 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which shall be contained in the Performance Agreement.
- 6.2.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPA's) and the Core Managerial Competencies (CMC's) respectively.

- 6.2.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 6.2.3 KPA's covering the main areas of work will account for 80% and CMC's will account 20% of the final assessment.

6.3 The Employee's assessment will be based on his/her performance in terms of the outputs / outcomes (performance indicators) identified as per attached Performance Plan (Annexure A), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee.

KEY PERFORMANCE AREAS (KPA'S)	WEIGHTING
Good Governance and Public Participation	25%
Basic Service Delivery	05%
Local Economic Development (LED)	10%
Municipal Institutional Development and Transformation	25%
Municipal Financial Viability and Management	25%
Cross Cutting	10%
Total	100%

6.4 The CMCs will make the other 20% of the Employee's assessment score. CMC's that are deemed to be most critical for the Employee's specific job should be selected from the list below as agreed to between the Employer and Employee:

COMPETENCY REQUIREMENTS FOR EMPLOYEES		
LEADING COMPETENCIES	✓	WEIGHT %
1. Strategic Direction and Leadership	✓	20%
2. People Management	✓	05%
3. Program and Project Management	✓	20%
4. Financial Management	✓	10%
5. Change Leadership	✓	10%
6. Governance Leadership	✓	05%
CORE COMPETENCIES		
7. Moral Competence		05%
8. Planning and Organising	✓	05%
9. Analysis and Innovation		05%
10. Knowledge and Information Management	✓	05%

11. Communication	✓	05%
12. Results and Quality Focus	✓	05%
<b>TOTAL</b>		<b>100%</b>

**7. EVALUATING PERFORMANCE**

7.1 The Performance Plan (Annexure A) to this Agreement sets out-

7.1.1 The standards and procedures for evaluating Employee’s performance; and

7.1.2 The intervals for the evaluation of the Employee’s performance.

7.2 Despite the establishment of intervals for evaluation, the Employer may in addition review the Employee’s performance at any stage while the contract of employment remains in force.

7.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.

7.4 The Employee’s performance will be measured in terms of contributions to the goals and strategies set out in the Employer’s IDP.

7.5 The annual performance appraisal will involve:

7.5.1 Assessment of the achievement of results as outlined in the performance plan:

- (a) Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to ad hoc tasks that had to be performed under the KPA.
- (b) An indicative rating on the five-point scale should be provided for each KPA.
- (c) The applicable assessment rating calculator (refer to Paragraph 6.5.3 below) must then be used to add the scores and calculate a final KPA score.

7.5.2 Assessment of the CMC’s

- (a) Each CMC should be assessed according to the extent to which the specified standards have been met.
- (b) An indicative rating on the five-point scale should be provided for each CMC.
- (c) The applicable assessment rating calculator (refer to Paragraph 6.5.1) must then be used to add the scores and calculate a final CMC score.

### 7.5.3 Overall Rating

An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcomes of the performance appraisal.

7.6 The assessment of the performance of the Employee will be based on the following rating scale for KPA's, CMC's and COC's:

LEVEL	TERMINOLOGY	DESCRIPTION	RATING
5	Outstanding Performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicate that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the Performance Agreement and Performance Plan and maintained this in all areas of responsibility throughout the year.	
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.	
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the Performance Agreement and Performance Plan.	
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review / assessment indicate that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the Performance Agreement and Performance Plan.	
1	Unacceptable Performance	Performance does not meet the standard expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the Performance Agreement and Performance Plan .The employee has failed to demonstrate the commitment	



LEVEL	TERMINOLOGY	DESCRIPTION	RATING
		or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.	

7.7 For purpose of evaluating the performance of the Employee, an evaluation panel constituted by the following persons will be established-

- 7.7.1 Municipal Manager
- 7.7.2 Chairperson of the Audit Committee;
- 7.7.3 Ward Committee Member (on a rotational basis), where applicable;
- 7.7.4 Member of the Mayoral Committee; and
- 7.7.5 Mayor and/ or Municipal Manager from another Municipality.


### 8. SCHEDULE FOR PERFORMANCE REVIEWS

8.1 The performance of each Employee in relation to her performance agreement shall be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

Second quarter	: October – December (year)	<b>10 January 2023</b>
Third quarter	: January – March (year)	<b>10 April 2023</b>
Fourth quarter	: April – June (year)	<b>10 July 2023</b>

- 8.2 The Employer shall keep a record of the mid-year review and annual assessment meetings.
- 8.3 Performance feedback shall be based on the Employer’s assessment of the Employee’s performance.
- 8.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure ‘A’ from time to time for operational reasons. The Employee will be fully consulted before any such change is made.
- 8.5 The Employer may amend the provisions of Annexure A whenever the Performance Management System is adopted, implemented, and /or amended as the case may be. In that case the Employee will be fully consulted before any such change is made.

### 9. DEVELOPMENTAL REQUIREMENTS

G.N.Z M-2  
ML 

The Personal Development Plan (PDP) for addressing development gaps is attached as Annexure A.

## **10. OBLIGATIONS OF THE EMPLOYER**

10.1 The Employer shall:

- 10.1.1 Create an enabling environment to facilitate effective performance by the Employee;
- 10.1.2 Provide access to skills development and capacity building opportunities;
- 10.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
- 10.1.4 On the request of the Employee delegates such powers reasonably required by the Employee to enable him/ her to meet the performance objectives and targets established in term of this Agreement; and
- 10.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time to assist her to meet the performance objectives and targets established in terms of this Agreement.

## **11. CONSULTATION**

- 11.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others-
  - 6.1.1 A direct effect on the performance of any of the Employee's functions;
  - 6.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and
  - 11.1.4 A substantial financial effect on the Employer.
- 11.2 The employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 11.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

## **12 MANAGEMENT OF EVALUATION OUTCOMES**

- 12.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 12.2 A performance bonus of 5% to 14% of inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance.

12.3 The Employee will be eligible for progression to the next higher remuneration package, within the relevant remuneration band, after completion of least twelve months (12) service at current remuneration package 30 June (end of financial year) subject to a fully effective assessment.

12.4 In the case of unacceptable performance, the Employer shall-

12.4.1 Provide systematic remedial of development support to assist the Employee to improve his or her performance; and

12.4.2 After appropriate performance and counselling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out her duties.

### 13 DISPUTE RESOLUTION

13.1 Any disputes about the nature of the Employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by –

13.1.1 The MEC for Local Government and the Province within thirty (30) days of receipt of a formal dispute from the Employee; or

13.1.2 Any other person appointed by the MEC.

13.1.3 In the event that the mediation process contemplated above fails, clause 19.3 of the Contract of Employment shall apply.


### 14. GENERAL

14.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be available to the public by the Employer.

14.2 Nothing in this agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of her contract of employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.

Thus done and signed at Utrecht on this the 23 day of November 2022.


AS WITNESSES:

1. 
2. \_\_\_\_\_



**MRS GRACE NONTUTHUZELO MAVUNDLA  
MUNICIPAL MANAGER**

AS WITNESSES:

1. 
2. \_\_\_\_\_



**CLLR MZWAKHE LAWRENCE BUTHELEZI  
MAYOR**

PERFORMANCE PLAN /SCORECARD – 2022/23

ANNEXURE A

MUNICIPAL MANAGER

NAME:	G.N MAVUNDLA	LINE MANAGER:	M.L BUTHELEZI
EMPLOYEE NO.	273138	JOB TITLE:	MAYOR
JOB TITLE:	MUNICIPAL MANAGER	BUSINESS UNIT/SITE	COUNCIL CHAMBER
DIVISION / BUSINESS UNIT:	EXECUTIVE	PERIOD:	01 OCTOBER 2022 – 30 JUNE 2023
SITE:	34 VOOR STREET, MAIN OFFICE	REVIEW DATE:	10 JANUARY 2023
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%



ML

GNZ

M.Z.

No	Weight (%)	Strategic Objective	Baseline	Key Performance Indicator	Target	Actual	Target Date	Method of Verification
<b>KEY PERFORMANCE AREA (KPA): MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT</b>								
1.								
1.1	5	Ensure sustainable working environment	4	Conduct quarterly performance assessments for Senior Manger	4 annual 1/quarter		10 January 2023 10 April 2023 10 July 2023	POE File
1.2	4	Ensure a participative, transparent and accountable governance	3	No of Audit Committee Meetings	4 annual 1/ quarter		First Quarter 1 Meeting Second Quarter 1 Meeting Third Quarter 1 Meeting Fourth Quarter 1 Meeting	Minutes Attendance Registers
1.3	4	Ensure sustainable working environment	4	No of MANCO	12 annual 1/Month		30 June 2023	Minutes Attendance Register
1.4	5	Ensure a participative, transparent and accountable governance	5	No of Council Meetings	4 annual 1/ quarter		30 June 2023	Extract Attendance Register

G.N.Z

M.Z

ML

No	Weight (%)	Strategic Objective	Baseline	Key Performance Indicator	Target	Actual	Target Date	Method of Verification
1.5	2	Ensure a participative, transparent and accountable governance	3	No of Risk Management Meetings	4 annual 1/Quarterly		30 June 2023	Minutes Attendance Register
<b>MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT</b>								
<b>TOTAL SCORE/ 20</b>								

No	Weight (%)	Strategic Objective	Baseline	Key Performance Indicator	Target	Actual	Target Date	Method of Verification
<b>KEY PERFORMANCE AREA (KPA): GOOD GOVERNANCE AND PUBLIC PARTICIPATION</b>								
2.								
2.1	5	Ensure a financially viable and sustainable municipality	New Indicator	Percentage of bids awarded within 90 days	100%		30 June 2023	-Tender Register/listing -Appointment Letters
2.2	5	Ensure a participative, transparent and accountable governance	1	No of Annual Performance Reports 2021/22 prepared and submitted to AG and relative authorities	1		31 August 2022	Extract of APR report Council resolution

  
 G.N.Z  
 M.Z

No	Weight (%)	Strategic Objective	Baseline	Key Performance Indicator	Target	Actual	Target Date	Method of Verification
2.3	5	Ensure a participative, transparent and accountable governance	1	No of Draft Annual Report 2021/22 prepared and tabled to Council	1		25 January 2023	Extract of AR report Council resolution
2.4	5	Ensure a participative, transparent and accountable governance	1	No of Oversight Report 2021/22 prepared and submitted to MPAC	1		31 March 2023	Extract of Oversight Report MPAC minutes Council resolution
2.5	5	Ensure a participative, transparent and accountable governance	1	No of Risk Management policies	1		30 September 2022	Copy of the policy
2.6	5	Ensure a participative, transparent and accountable governance	01	No of Risk Register update	4 annual 1/quarter		30 June 2023	Copy of Risk register



No	Weight (%)	Strategic Objective	Baseline	Key Performance Indicator	Target	Actual	Target Date	Method of Verification
2.7	5	Ensure a participative, transparent and accountable governance	12	No of Internal Audit Report compiled	12 annual 3/quarter		30 June 2023	Extract of reports
2.8	4	Ensure a participative, transparent and accountable governance	3	No of Audit Committee Reports presented to Council	4 annual 1/quarter		30 June 2023	Council Extract
2.9	2	Ensure a participative, transparent and accountable governance	1	Review of Internal Audit Charter	1		30 September 2022	Copy of Audit Charter
2.10	3	Ensure a participative, transparent and accountable governance	1	Develop Internal Audit Annual Plan	1		30 September 2022	Copy of Internal Audit Annual Plan

MZ  
GNZ  
ML

No	Weight (%)	Strategic Objective	Baseline	Key Performance Indicator	Target	Actual	Target Date	Method of Verification
2.11	3	Ensure a participative, transparent and accountable governance	3	Number of radio slots conducted	4 annual 1/quarter		30 June 2023	Podcast & signed invoice
2.12	4	Ensure a participative, transparent and accountable governance	0	Number of marketing material procured (Calendars and Diaries)	Calendars -10 000 Diaries -200		31 December 2022	Purchase order and invoice
2.13	5	Good governance and Public Participation (Putting People First)	4	Number of Quarterly Performance Report compiled	4		30 June 2023	Reports
2.14	4	Good governance and Public Participation (Putting People First)	1	Number of IDP RF Meeting Held	2		31 December 2022 31 March 2023	Minutes and Attendance Register



No	Weight (%)	Strategic Objective	Baseline	Key Performance Indicator	Target	Actual	Target Date	Method of Verification
2.15	5	Good governance and Public Participation (Putting People First)	1	Number of IDP, PMS and Budget Process plan 2022/24 prepared and adopted	1		31 August 2023	Council Resolution
2.16	3	Good governance and Public Participation (Putting People First)	0	Number of reviewed and adopted Performance Management Framework	1		30 June 2023	Council Resolution
2.17	5	Ensure a financially viable and sustainable municipality	1	2023/24 Service Delivery and Budget Implementation Plan	1		Within 28 working days after the approval of the budget	-Acknowledgement of receipt by Mayor -Advert
2.18	3	Good governance and Public Participation (Putting People First)	1	Review and adopt the 2023/24 draft IDP	1		31 March 2023	Council Resolution Advert
2.19	5	Good governance and Public Participation (Putting People First)	1	No of Final IDP prepared and submitted to Council	1		30 June 2023	Council Resolution Advert

Municipal Manager

MZ  
GNZ  
ML



No	Weight (%)	Strategic Objective	Baseline	Key Performance Indicator	Target	Actual	Target Date	Method of Verification
<b>GOOD GOVERNANCE AND PUBLIC PARTICIPATION</b>								
<b>TOTAL SCORE/ 80</b>								

### COMPETENCY FRAMEWORK

Leading and Core Competencies

Weight = 100%

Weight (%)	LEADING COMPETENCIES (70%)						Progress on date of review	Score
15	• Strategic Direction and Leadership	• Impact and Influence	• Institutional Performance Management	• Strategic Planning and Management	• Organisational Awareness			
10	• People Management	• Human Capital Planning and Development	• Diversity Management	• Employee Relations Management	• Negotiation and Dispute Management			
10	• Programme and Project Management	• Programme and Project Planning and Implementation	• Service Delivery Management	• Programme and Project Monitoring and Evaluation				
10	• Financial Management	• Budget Planning and Execution	• Financial Strategy and Delivery	• Financial Reporting and Monitoring				
5	• Change Leadership	• Change Vision and Strategy	• Process Design and Improvement	• Change Impact Monitoring and Evaluation				
5	• Governance Leadership	• Policy Formulation	• Risk and Compliance Management	• Cooperative Governance				
<b>LEADING COMPETENCIES FINAL SCORE</b>								<b>170</b>

Municipal Manager

CORE COMPETENCIES (30%)			Progress on date of review	Score
5	<ul style="list-style-type: none"> <li>Moral Competency</li> </ul>	<ul style="list-style-type: none"> <li>Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competency.</li> </ul>		
5	<ul style="list-style-type: none"> <li>Planning and Organising</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>		
5	<ul style="list-style-type: none"> <li>Analysis and Innovation</li> </ul>	<ul style="list-style-type: none"> <li>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</li> </ul>		
10	<ul style="list-style-type: none"> <li>Knowledge and Information Management</li> </ul>	<ul style="list-style-type: none"> <li>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</li> </ul>		
10	<ul style="list-style-type: none"> <li>Communication</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>		
5	<ul style="list-style-type: none"> <li>Results and Quality Focus</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>		
<b>CORE COMPETENCIES FINAL SCORE</b>				<b>30</b>

Municipal Manager

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

Achievement Levels	Description	Scoring
• Basic	Applies basic concepts, methods and understanding of local government operations, but requires supervision and development intervention	1 -2
• Competent	Develops and applies more progressive concepts, methods and understanding, plans and guides the work of others and executes progressive analysis	3
• Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in depth analyses	4
• 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 23 day of November 2022.


AS WITNESSES:

1.   
 2. 



MUNICIPAL MANAGER

AS WITNESSES:

1. \_\_\_\_\_  
 2. \_\_\_\_\_  
  
 The Mayor: Cllr M.L Buthelezi

Municipal Manager

# PERSONAL DEVELOPMENT PLAN

Entered into by and between

**EMADLANGENI LOCAL MUNICIPALITY**

**REPRESENTED BY THE MAYOR**

**Mr Mzwakhe Lawrence Buthelezi**

the Employer

and

**MUNICIPAL MANAGER**

**Mrs Grace Nontuthuzelo Mavundla**

the Employee

M.L.



ML

**CURRENT QUALIFICATIONS, SKILLS AND COMPETENCIES:**

- (i) MATRICULATION
- (ii) Bachelor of Public Administration (B Admin)
- (iii) Executive Leadership Management Development Programme



MZ

MZ



**ANNUAL PERSONAL DEVELOPMENT PLAN FOR 01 OCTOBER 2022 TO 30 JUNE 2023**

**PERFORMANCE REVIEW FOR PERFORMANCE DEVELOPMENT PLAN**

AREA TO BE DEVELOPED	TYPE OF INTERVENTION	TARGET DATE	PROGRESS	BARRIERS
Financial Management	MFMP	30 June 2023		

**AGREEMENT TO PERSONAL DEVELOPMENT PLAN**



M.Z

MZ

I agree with the objectives as set out in the above Performance and Development Plan and undertake to achieve the objectives as agreed on.

SIGNATURE: 

Municipal Manager: Mrs G.N Mavundla

Date: 23 October 2022

I undertake to support Cllr M.L Buthelezi with the achievement of the above Performance and Development Plan

SIGNATURE: 

The Mayor: Cllr M.L Buthelezi


Date: 23 October 2022



6. Subsidies, grants and sponsorships by any organisation		
Source of assistance	Descriptions of assistance	Value of assistance
	N/A	

7. Gifts and Hospitality from a source rather than a family member		
Description	Value	Member
	N/A	

8. Land and Property			
Description	Extent	Area	Value
48A LINWOOD DRIVE		BOUGHTON	R1.6 million

  
 SIGNATURE OF SENIOR MANAGER  
  
 DATE: 23 NOVEMBER 2022  
 PLACE: UTRIECHT