



INDIVIDUAL ANNUAL PERFORMANCE PLAN

ENTERED INTO BY AND BETWEEN:

UMZIMKHULU LOCAL MUNICIPALITY

Herein represented by:

*Mr. Zweliphansi Sikhosana (Full Name)*

*As the Municipal Manager (Jobholder)*


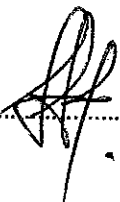
AND

*Ms Nokuthula Nduku (Full Name)*

*As the Manager: Corporate Services (Jobholder)*

PERIOD OF AGREEMENT: 1 July 2016 to 30 June 2017

Following completion of this form, it must be forwarded to the Section:  
Human Resource Management.

Signatures: Employee:  Date: *01/07/16* Supervisor:  Date: *01/07/2016*

## UMzimkhulu Local Municipality Performance Agreement



### WHEREBY IT IS AGREED AS FOLLOWS:

#### 1. PURPOSE


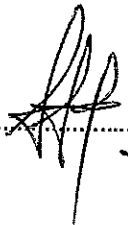
- 1.1 The purpose of entering into this agreement is to communicate to the Employee the performance expectations of the Municipality.
- 1.2 The performance plan defines the Council's expectations of the employee's performance agreement to which this document is attached and Section 57 (1) (a) of the Municipal Systems Act, which provides that performance objectives and targets must be based on the key performance indicators as set in the Municipality's Integrated Development Plan (IDP) as reviewed annually.
- 1.3 Should any non-agreement arise between the Employer and the Employee in respect of matters regulated by this plan, the process outlined in the Municipality's PMDS Policy should be followed. If this process fails, the Employee may apply the formal grievance rules.

#### 2. VALIDITY OF THE AGREEMENT

- 2.1 The agreement will be valid for the period **1 July 2016 to 30 June 2017**
- 2.2 The content of the plan may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed upon, especially where changes are significant.
- 2.3 If at any time during the validity of this plan the work environment of the Municipality changes (whether as a result of Council or Management decisions or otherwise), to the extent that the contents of this agreement are no longer appropriate, the contents shall immediately be revised.

#### 3. JOB DETAILS

Employee Number : 300003  
Management level : Sec 56  
Component : UMzimkhulu Local Municipality  
Unit : Corporate Services  
Location : Umzimkhulu  
Occupational classification : Senior Management  
Designation : Manager: Corporate Services

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### 4. JOB PURPOSE

The purpose of the Manager: Corporate Service's job should be in line with the Municipality's priorities as identified in the 2016 – 2017 Service Delivery Budget and Implementation Plan. The purpose of the Manager: Corporate Services is to assist the Municipal Manager in implementing the Municipality's Strategic Objectives by ensuring efficient provisioning and management of Municipal Corporate Services, through the implementation of policies, strategies, projects and processes that advance the realisation of goals and objectives of the UMzimkhulu Local Municipality.

### Overall accountability of the jobholder:

The jobholder is the Manager: Corporate Services and has the responsibility for Municipal Corporate Services Programmes. The incumbent will provide continuous Management and other relevant information to the Municipal Manager in the Municipality's delivery of services.

### 5. JOB FUNCTIONS

The key functions of the jobholder are to:

- ⇒ Municipal Administration
- ⇒ Fleet Management
- ⇒ Executive, Committees and Council Support
- ⇒ Human Resource management and Development
- ⇒ Information and Communication Technology

### 6. REPORTING REQUIREMENTS/LINES & ASSESSMENT LINES

The Jobholder shall report to the Supervisor on all parts of this plan. He shall:

- ⇒ Timeously alert the supervisor of any emerging factors that could preclude the achievement of any performance plan undertakings, including the contingency measures that she/he proposes to take to ensure the impact of such deviation from the original plan is minimised.
- ⇒ Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations.
- ⇒ Discuss and thereafter document for the record and future use any revision of targets as necessary as well as progress made towards the achievement of performance plan measures.

Signatures: Employee: [Signature] Date 01/07/16 Supervisor: [Signature] Date 01/07/2016

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In turn the supervisor shall:

- ⇒ Meet to provide feedback on performance and to identify areas for development at least four times a year.
- ⇒ Create an enabling environment to facilitate effective performance by the Jobholder.
- ⇒ Facilitate access to skills development and capacity building opportunities.
- ⇒ Work collaboratively to solve problems and generate solutions to common problems within the municipality that may be impacting on the performance of the Jobholder.

**7. PERFORMANCE ASSESSMENT/APPRAISAL FRAMEWORK**

Performance will be assessed according to the information contained in the Work plan.

7.1 The Key Performance Areas (KPAs), Leading and Core Competencies together with their weighting, during the period of this agreement shall be as set out in the table below.



7.2 The Employee undertakes to focus and to actively work towards the promotion and implementation of the KPAs within the framework of the laws and regulations governing the Municipality. The specific duties/outputs required under each of the KPAs are outlined in the attached work plan. KPAs should include all special projects the Employee is involved in. The Operational Plan should outline the Employee's specific responsibilities in such projects.

**NB: KPAs should preferably not exceed five (5).**

Key Performance Areas (KPAs)	Weight
1. Basic Service Delivery	10%
2. Municipal Institutional Development and Transformation	60%
3. Local Economic Development	10%
4. Municipal Financial Viability and Management	10%
5. Good Governance and Public Participation	10%
<b>TOTAL</b>	<b>100%</b>

NOTE: WEIGHTING OF KPAs MUST TOTAL 100%

7.3 The Employee's assessment will be based on her/his performance in relation to the duties/outputs outlined in the attached Operational Plan as well as the Leadership Competencies and Core marked here-under. All Leadership Competencies and Core competencies, inclusive of any that may

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become prescribed from time to time, should be selected from the lists that are deemed to be critical for the Employee's specific job.

Leading Competencies		Weight
Strategic Direction and Leadership	Impact and Influence	10%
	Institutional Performance Management	
	Strategic Planning and Management	
	Organisational awareness	
People Management	Human Capital Planning and Development	15%-
	Diversity Management	
	Employee Relations Management	
	Negotiation and Dispute Management	
Programme and Project management	Program and Project Planning Implementation	10%
	Service Delivery management	
	Program and Project Monitoring and Evaluation	
Financial Management	Budget Planning and Execution	10%
	Financial Strategy and Delivery	
	Financial Reporting and Monitoring	
Change Leadership	Change Vision and Strategy	10%
	Process Design and Improvement	
	Change Impact Monitoring and Evaluation	
Governance Leadership	Policy Formulation	10%
	Risk and Compliance Management	
	Corporate Governance	
Core Competencies		
	Moral Competence	5%
	Planning and Organising	5%
	Analysis and Innovation	5%
	Knowledge and Information Management	10%
	Communication	5%
	Results and Quality focus	5%
		<b>100%</b>

### \* Compulsory

NOTE: WEIGHTING OF both CMCs and COCs MUST COLLECTIVELY TOTAL 100%

KPAs shall contribute 80% with Leadership Competencies and Core Competencies contributing 20% towards the final assessment score.

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9. PERFORMANCE ASSESSMENT

The assessment of an Employee shall be based on his performance in relation to the KPAs and Leadership Competencies and Core Competencies and performance indicators, as set out in this Operational Plan. The performance of the employee in respect of all individual KPAs and all individual

KPAs and CMCs will be assessed using a 5 point rating scale, i.e.:

- ⇒ 5 = **SUPERIOR** (previously called OUTSTANDING PERFORMANCE)
- ⇒ 4 = **ADVANCE** (previously called PERFORMANCE SIGNIFICANTLY ABOVE EXPECTATIONS)
- ⇒ 3 = **COMPETENT** (previously called FULLY EFFECTIVE)
- ⇒ 2 = **BASIC** (previously called PERFORMANCE NOT FULLY EFFECTIVE)
- ⇒ 1 = **BASIC** (previously called UNACCEPTABLE PERFORMANCE)

The total KPAs and the total Leadership and Core Competencies scores are combined to produce an overall performance percentage score with percentage ranges that coincide with the above 5 point assessment scale.

**Employees: KPAs shall contribute 80% with Leadership and Core Competencies contributing 20% towards the final assessment score.**

10. FEEDBACK

Performance feedback shall be in writing on the Second Quarter Review Form and Annual Review Form, based on the Employer's assessment of the Employee's performance in relation to the KPAs and Leadership and Core Competencies and standards outlined in this performance plan and taking into account the Employee's self-assessment.

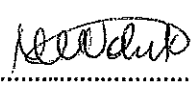
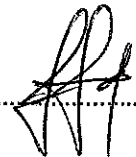
11. DEVELOPMENTAL REQUIREMENTS

11.1 The Supervisor and the Jobholder agree that the Jobholder's key development needs are in relation to his/her current job and envisaged career path in the Municipality. Data on areas for development are identified in the Personal Development Plan (attached)

12. TIMETABLE AND RECORDS OF REVIEW DISCUSSIONS AND ANNUAL ASSESSMENT

Progress review 1 (Informal)	End Oct '16
Progress review 2	End Jan '17
Progress review 3 (Informal)	End April '17
Progress review 4	End July '17
Annual evaluation	End July '17

Assessment results (*Mid-Year review & Annual evaluation*) shall be recorded in writing. Incumbents will be assessed by the Municipal Assessment Committee for Section 56 Managers in their Mid-year and Annual Reviews. Incumbents may be orally assessed by their Supervisor for their 1<sup>st</sup> and 3<sup>rd</sup> Quarter Assessments. Assessments will entail a review of progress made in

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respect of the fulfilling of the aforesaid responsibilities and may lead to modifications in either responsibilities or methods of assessment.

**14. DISPUTE RESOLUTIONS**

⇒ Any dispute about the interpretation and application of this agreement shall be mediated by the: *Mayor: UMzimkhulu Local Municipality*

⇒ If this mediation fails, the internal grievance process will apply.

**12. AMENDMENT OF AGREEMENT**

Amendments to the agreement shall be in writing and can only be effected after discussion and agreement by both parties.

**13. SIGNATURES OF PARTIES TO THE AGREEMENT**

The contents of this document have been discussed and agreed with the Jobholder concerned.



Name of Jobholder: NOKUMULA NYAMEKA NDUKU

Signature:  Date: 01/07/16

AND

Name of Supervisor: MR ZWELIPHANTSI S. SIKOSANA

Signature:  Date: 01/07/16

Signatures: Employee:  Date 01/07/16 Supervisor:  Date 01/07/2016