

# PERFORMANCE AGREEMENT



## **PERFORMANCE AGREEMENT**

(Managers directly accountable to the Municipal Manager)

MADE AND ENTERED INTO BY AND BETWEEN:

**SEKHUKHUNE DISTRICT MUNICIPALITY**

AS REPRESENTED BY THE MUNICIPAL MANAGER:

**MS MAPULE MOKOKO**

AND

DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT  
**MR MATJIYA AMOS T**

**THE EMPLOYEE OF THE MUNICIPALITY**

FOR THE

**FINANCIAL YEAR 2016-2017**

A handwritten signature in black ink, appearing to be 'M. Matjiya Amos T', written over a horizontal line.

## PERFORMANCE AGREEMENT

### ENTERED INTO BY AND BETWEEN:

The Sekhukhune District Municipality herein represented by **Ms. Mapule Felicity Mokoko** in her capacity as Municipal Manager (hereinafter referred to as the **Employer** or Supervisor)

And

**Mr. Matjiya A.T**

Employee of the Municipality (hereinafter referred to as the Director; Planning & Economic Development)

### WHEREBY IT IS AGREED AS FOLLOWS:

#### 1. INTRODUCTION

- 1.1. Chapter 6, Section 38 (b) of the Systems Act, requires the municipality to promote a culture of performance among its political structures, political office bearers and councilors and in its administration.
- 1.2. The resolutions by Council 27 August 2013 (OC27/08/13), recommended that a culture of performance be inculcated in the municipality by ensuring that all employees sign performance agreements and performance commitments.
- 1.3. When assessing the institutional performance of SDM, the Audit Committee also made a recommendation that all officials other than section 56 must enter into performance agreements and commitments in order to promote a culture of performance

#### 2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to -

- 2.1 Comply with the provisions of Section 38 (b) of the Systems Act;
- 2.2 Specify objectives and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;
- 2.3 Specify accountabilities as set out in a scorecard, which forms an Annexure B of the performance agreement;
- 2.4 Monitor and measure performance against set targeted outputs;
- 2.5 Use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;
- 2.6 In the event of outstanding performance, to appropriately reward the employee; and
- 2.7 Give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.



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### **3 COMMENCEMENT AND DURATION**

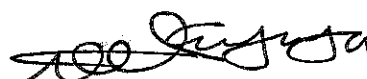
- 3.1 This Performance Agreement commenced on the 1<sup>st</sup> July 2016 and will remain in force until 31 March 2017 thereafter a new Performance Agreement, scorecard, Personal Development Plan and Financial Disclosure shall be concluded between the parties for the next financial year or any portion 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 scorecard that replaces this Agreement at least once a year by not later than 30 days after 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 above-mentioned 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 scorecard (Annexure A) sets out-
- 4.1.1 The performance objectives and targets that must be met by the **Employee**; and
- 4.1.2 The time frames within which those performance objectives and targets must be met.
- 4.2 The performance objectives and targets reflected in Annexure B are set by the **Employer** in consultation with the **Employee** and are based on the Integrated Development Plan (IDP), Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the **Employer**, and shall include key objectives; key performance indicators; target dates and weightings, as follows:
- 4.2.1 The key objectives describe the main tasks that need to be done.
- 4.2.2 The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved.
- 4.2.3 The target dates describe the timeframe in which the work must be achieved.
- 4.2.4 The weightings show the relative importance of the key objectives to each other.
- 4.3 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 (IDP).

### **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 standards that will be included in the performance management system as applicable to the **Employee**.



- 5.4 The **Employee** undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.
- 5.5 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.
- 5.5.1 The **Employee** must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Core Competency Requirements (CCRs) respectively.
- 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score.
- 5.5.3 KPAs covering the main areas of work will account for 80% and CCRs will account for 20% of the final assessment.
- 5.6 The **Employee's** assessment will be based on his or her performance in terms of the outputs / outcomes (performance indicators) identified as per attached scorecard (**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
Basic Service Delivery	5
Municipal Institutional Development and Transformation	30
Local Economic Development (LED)	30
Municipal Financial Viability and Management	10
Good Governance and Public Participation	10
Spatial Rationale	15
<b>Total</b>	<b>100%</b>

- 5.7 The CCRs will make up the other 20% of the **Employee's** assessment score. CCR's which 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**. Three of the CCRs are compulsory for all section 56 managers and additional two shall be selected from the core occupational competencies.

CORE COMPETENCY REQUIREMENTS (CCR) FOR EMPLOYEES		
CORE MANAGERIAL COMPETENCIES (CMC)	✓	WEIGHT
Strategic Capability and Leadership		
Programme and Project Management		
Financial Management(Compulsory)	compulsory	20
Change Management		
Knowledge Management		
Service Delivery Innovation		
Problem Solving and Analysis(Compulsory)		
People Management and Empowerment(Compulsory)	compulsory	20
Client Orientation and Customer Focus	compulsory	20
Communication		
Honesty and Integrity		
CORE OCCUPATIONAL COMPETENCIES (COC)		
Competence in Self Management		
Interpretation of and implementation within the legislative and national policy frameworks		
Knowledge of Performance Management and Reporting	✓	20

CORE COMPETENCY REQUIREMENTS (CCR) FOR EMPLOYEES		
CORE MANAGERIAL COMPETENCIES (CMC)	√	WEIGHT
Knowledge of global and South African specific political, social and economic contexts		
Competence in policy conceptualisation, analysis and implementation		
Knowledge of more than one functional municipal field / discipline		
Skills in Mediation		
Skills in Governance		
Competence as required by other national line sector departments		
Exceptional and dynamic creativity to improve the functioning of the municipality	✓	20
Total percentage	-	100%

## 6. EVALUATING PERFORMANCE

- 6.1 The scorecard (Annexure A) to this Agreement sets out -
- 6.1.1 The standards and procedures for evaluating the **Employee's** performance; and
- 6.1.2 The intervals for the evaluation of the **Employee's** performance.
- 6.2 Despite the establishment of agreed intervals for evaluation, the **Employer** may in addition review the **Employee's** performance at any stage while the contract of employment remains in force.
- 6.3 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.
- 6.4 The **Employee's** performance will be measured in terms of contributions to the goals and strategies set out in the **Employer's** Integrated Development Plan (IDP).

## 7. PERFORMANCE APPRAISALS

The Annual Performance Appraisals will involve:

### 7.1 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 must then be used to add the scores and calculate a final KPA score.

### 7.2 Assessment of the CCRs

- (a) Each CCR 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 CCR.
- (c) This rating should be multiplied by the weighting given to each CCR during the contracting process, to provide a score.

- (d) The applicable assessment rating calculator (refer to paragraph 6.5.1) must then be used to add the scores and calculate a final CCR score.

**7.3 Overall rating**

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

**7.4. Rating Scale**

The assessment of the performance of the **Employee** will be based on the following rating scale for KPA's and CCRs:

Level	Terminology	Description	Rating				
			1	2	3	4	5
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA 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 PA 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 indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA 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 PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.					

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7.5. **EVALUATION PANEL**

For the purpose of evaluating the annual performance of Managers directly accountable to the Municipal Manager an evaluation panel constituted of the following persons must be established-

- a. Municipal Manager;
- b. Chairperson of the Performance Audit Committee and/or the Audit Committee Member;
- c. Member of the Mayoral or Executive Committee;
- d. Municipal Manager from another municipality;
- e. Member of a Ward Committee as nominated by the Executive mayor (only applicable to municipal manager)
- f. PMS (as Secretariat)

8. **SCHEDULE FOR PERFORMANCE REVIEWS**

8.1. The performance of each **Employee** in relation to his / 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:

**First quarter** : July – September (review by October)  
**Second quarter** : October –December (review by January)  
**Third quarter** : January – March (review by April)  
**Fourth quarter** : April – June (review by July)

- 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 "B" 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**

The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure C.

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**, delegate powers reasonably required by the **Employee** to enable him / her to meet the performance objectives and targets established in terms of this Agreement; and

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- 10.1.5 Make available to the **Employee** such resources as the **Employee** may reasonably require from time to time to assist him/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 –
- 11.1.1 A direct effect on the performance of any of the **Employee's** functions;
  - 11.1.2 Commit the **Employee** to implement or to give effect to a decision made by the **Employer**; and
  - 11.1.3 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 In the case of unacceptable performance, the **Employer** shall –
- 12.1.1 Provide systematic remedial or developmental support to assist the **Employee** to improve his or her performance; and
  - 12.1.2 After appropriate performance 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 his or her duties.

## 13. DISPUTE RESOLUTION

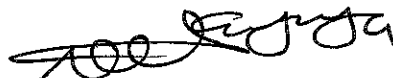
- 13.1 Any disputes about the nature of the **Employee's** performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provided for, shall be mediated by –
- 13.1.1 The Executive Mayor within thirty (30) days of receipt of a formal dispute from the **Employee**; or
  - 13.1.2 Any other person appointed by the Executive Mayor.
  - 13.1.3 In the case of Managers directly accountable to the Municipal Manager, a Member of the Mayoral Council, provided that such member was not part of the evaluation panel provided for in sub-regulation 27(4)(e) of the Municipal Performance Regulations, 2006, within thirty (30) days of receipt of a formal dispute from the employee;

Whose decision shall be final and binding on both parties.

- 13.2 In the event that the mediation process contemplated above fails, clause 20.3 of the Contract of Employment shall apply.

## 14. GENERAL

- 13.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure B may be made available to the public by the **Employer**.



- 13.2 Nothing in this agreement diminishes the obligations, duties or accountabilities of the **Employee** in terms of his/ her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.
- 13.3 The performance assessment results of the section 56 manager must be submitted to the municipal manager as the responsible person, within fourteen (14) days after the conclusion of the assessment.

Thus done and signed at Groblersdal on this the 21 day of June 2016.

**AS WITNESSES:**

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



MR. MATJIYA AMOS T  
DIRECTOR: PLANNING & ECONOMIC DEVELOPEMNT

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

**AS WITNESSES:**

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



MS MAPULE MOKOKO  
MUNICIPAL MANAGER

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

# SCORE CARD

2016/2017 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN

MEASURABLE OBJECTIVE	PROJECT	BASELINE 2015/2016	INDICATORS	ANNUAL TARGET 2016/2017	PLANNING AND ECONOMIC DEVELOPMENT			EVIDENCE	BUDGET 2016/2017	IMPACT
					G1	G2	G3			
<b>IDP AND PMS</b>										
To finalise 100% IDP Framework and Process plan for 2017/18 by August 2016	2017/18 IDP/Budget Framework/Process Plan	2017/2021 Framework and Process Plan	%finalisation of IDP Framework and process plan	100% finalisation of IDP Framework and process plan 2017/2018	80% Finalisation of process plan and adoption by Council	0%	0% Preparation of 2017/2018 process plan	Council resolution	0	Improved compliance
To finalise 100% IDP Development by May 2017	2017/2021 IDP/Budget Framework/Proc	2016/17 IDP	%finalisation of IDP Development	100% finalisation of IDP Development *status quo report 50% *strategies phase and projects identification 40% approval by council 10%	40% Draft status quo report	10% Final status quo report	40% Finalisation of strategies and Project identification and approval of draft IDP by council	Council resolution	R 500 000	Improved compliance
To facilitate 4 performance Makgotla by June 2017	Performance Makgotla	4 performance Makgotla held	# of Makgotla held	4 Makgotla facilitated	1 Performance lekgotla facilitated	1 Performance lekgotla facilitated	1 Performance lekgotla facilitated	Makgotla resolutions and attendance registers	R 200 000	Improved accountability
To finalise development of SDBIP 2017/2018 by June 2017	SDBIP Development 2016/2017	SDBIP 2016/2017	%development of 2017/2018 of SDBIP	100% development of 2017/2018 SDBIP	0%	0%	40% Draft 2017/2018 SDBIP in place	Signed SDBIP by executive mayor	R 0	Improved accountability
To compile and submit 2015/2016 annual report to council by January 2017	Annual Report 2015/2016	2014/2015 Annual Report	%compilation and submission of annual report 2015/2016	100% compilation and submission of 2015/2016 annual report *Data collection 40% *Compilation of draft annual report 2015/2016 40% *stakeholder consultation, submission of draft annual report to audit committee and council 20%	40% Data collection	40% Compilation of draft annual report	20% Stakeholder consultation, submission of draft annual report to audit committee and council	Council resolution and oversight report	R 0	Improved compliance

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To coordinate submission of 4 quarterly reports by June 2017	Quarterly 2016/2017 SDBIP Reports	4 2015/2016 quarterly reports	4 2016/2017 SDBIP quarterly reports facilitated	Number of 2016/2017 SDBIP quarterly reports facilitated	4 2016/2017 SDBIP quarterly reports facilitated	1 2016/2017 SDBIP quarterly reports facilitated	1 2016/2017 SDBIP quarterly reports facilitated	1 2016/2017 SDBIP quarterly reports facilitated	Quarterly reports	R.0	Improved accountability
To finalise conclusion of performance agreements for section 56 managers by 31 August 2016	Performance agreements section 56 managers	Performance agreement 2015/2016	*100% signing of performance agreements 2016/2017	%finalisation of performance agreements for section 56 managers	*100% signing of performance agreements 2016/2017	0%	0%	0%	Signed performance agreements	0	Improved compliance
To review 100% PMS policy by June 2017	PMS Policy and framework review	2015/16 PMS policy and framework in place	100% Review of PMS policy and framework	% Review of PMS policy and framework	40% Circulation of the policy to stakeholders for inputs	50% Submission of policy to management and council support structures	10% adoption of PMS policy and framework by council	0%	Council resolution	0	Improved compliance

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MEASURABLE OBJECTIVE	PROJECT	BASELINE 2016/2017	INDICATORS	ANNUAL TARGET 2015/2016	Q2	Q3	Q4	EVIDENCE	BUDGET 2015-2016	IMPACT
<b>KPA: SPATIAL RATIONALE</b>										
<b>SDBIP-SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN</b>										
To facilitate 4 tribunals by June 2017	District Development Tribunal (Growth management)	Tribunal established and members appointed	Number of tribunals facilitated	4 quarterly tribunals facilitated	1 quarterly tribunals facilitated	1 quarterly tribunals facilitated	1 quarterly tribunals facilitated	Attendance Register, Minutes and report	R 205,000	sustainable land development
To develop 100% policy on land development applications comments by June 2016	policy on land development applications comments	None	% development of land development applications policy	100% development of land development applications policy	100% development of draft policy on land development applications.	100% stake holder consultations	No activity	Policy and council resolution	R 0	sustainable land development
To facilitate 100% land acquisition for Jane-furse municipal offices	Jane Furse Municipal Offices	Existing agreement between the church and SDM	Percentage facilitation of land acquisition for Jane Furse Municipal Offices.	100% signing of land availability agreement between SDM and Anglican church and facilitation of payment	100% drafting of terms of reference and finalisation procurement processes	undertaking the EIA, Flood line investigation, geotechnical report & investigation of the property	finalisation of the studies, facilitation of payment and signing of the agreement	studies approval and signed vagreement	R 0.00	Improved work environment
To facilitate 100% land acquisition for Fetakgomo/Great er Tubatse new offices	Land acquisition for Fetakgomo/Great er Tubatse new offices(Moroke)	None	Percentage establishment of the committee of town planners and letter of approval from the relevant tribal authority	100% establishment of the committee of town planners and letter of approval from the relevant tribal authority	Drafting of the terms of reference and establishment of the town planner committee	Stakeholder/ tribal authority engagement	Agreement between tribal authority and municipality	Approval letter from the relevant Tribal Authority		
To benchmark with other institutions on the linkage of GIS with property register	Benchmarking with other municipalities on the linkage of GIS with property register	Data Cleansing Report, Valuation Rolls	Percentage benchmarking with other institutions	100% benchmarking with other institutions	Benchmarking with City of Ekurhuleni	Benchmarking Report	drafting the terms of reference	Benchmarking Report	R 0.00	

  
 10/6/2016

KPA 3: LOCAL ECONOMIC DEVELOPMENT

MEASURABLE OBJECTIVE	INPUT	OUTPUT	OUTCOME	PROJECT	BASELINE 2014/2015	INDICATORS	ANNUAL TARGET 2015/2016	Q1	Q2	Q3	Q4	EVIDENCE	BUDGET 2015/2016	IMPACT
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LOCAL ECONOMIC DEVELOPMENT														
To facilitate 2 business seminars by June 2017	human and financial resources	seminars held	informed SME's	Business Seminars	LED Strategy 2014/2015	Number of business seminars conducted	2 business seminars conducted	0	1 Seminar held (Tourism)	0	2 Seminar held (Business Compliances)	Exit reports	R 180 000	Improved business information
To generate 4 reports on municipal job creation by June 2017	human resources	Job creation report	improved accountability	Municipal Job Creation	4 reports generated 2015/2016	Number of reports generated on municipal job creation	4 reports generated on municipal job creation	*1 quarterly reports on job creation	*2 quarterly reports on job creation	*3 quarterly reports on job creation	*4 quarterly reports on job creation	Quarterly reports	R 0	poverty alleviation
To review 100% EPWP Policy by December 2016	human resources	Reviewed EPWP Policy	Improved EPWP coordination	Review of EPWP Policy	EPWP Policy 2015/2016	% review of EPWP Policy	100% review of the EPWP policy	Review of EPWP policy 50%	Submission of draft EPWP Policy to council for approval 100%	0%	0%	Council Resolution	R 0	poverty alleviation
To facilitate 100% implementation of EPWP by June 2017	human and financial resources	Job creation	Reduced unemployment	Expanded Public Works Programme	100 beneficiaries registered for EPWP	% implementation of EPWP facilitated	100% implementation of EPWP facilitated	Appointment of EPWP beneficiaries 30%	Monitoring and reporting 50%	Monitoring and reporting 70%	Drafting of Project list, Singing of Incentive Grant Agreement and monitoring and reporting 100%	Close out Reports	R 0	Improved service delivery and poverty alleviation
To facilitate 100% participation in tourism indaba by June 2017	human and financial resources	Indaba affiliation	increased marketing	Tourism Indaba	18 square meter stand secured in 2014/15	% facilitation of participation in tourism indaba	100% facilitation of participation in tourism indaba	0%	application for a stand site 20%	procurement of stand 80%	Indaba participation 100%	Close out Reports	R 100 000.00	Improved marketing
To review 100% LED strategy by June 2017	human and financial resources	Reviewed Strategy	Developed Local Economy	Local economic development strategy review	LED Strategy 2014/2015	% review of LED strategy	100% review of LED strategy	100% review of LED strategy	100% review of LED strategy	0%	0%	Council Resolution	R 80 000.00	Improved business knowledge

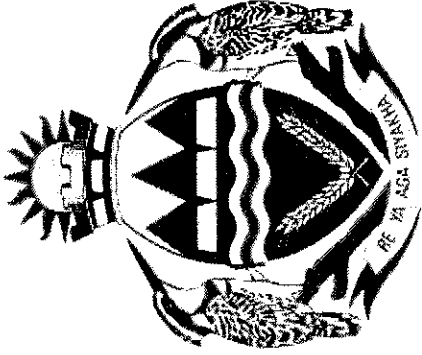
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 DIRECTOR: PLANNING & ECONOMIC DEVELOPMENT  
 10/6/2016  
 DATE

*[Signature]*  
 MUNICIPAL MANAGER  
 10/6/2016  
 DATE

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 10/6/2016

# **CORE COMPETENCY REQUIREMENTS(CCR)**





## Sekhukhune District Municipality

### CORE COMPETENCIES REQUIREMENTS FOR MANAGERS REPORTING DIRECTLY TO THE MUNICIPAL MANAGER

NAME OF INCUMBENT: MR Matjija A.T

POSITION HELD: Director; Planning & Economic Development

DATE 21/06/2016

SIGNATURE *Matjija A.T*

NAME OF SUPERVISOR: MS MAPULE MOKOKO

POSITION HELD: MUNICIPAL MANAGER

DATE 04/07/2016

SIGNATURE *Ms Mapule Mokoko*

<b>CORE MANAGERIAL AND OCCUPATIONAL COMPETENCIES</b>			<b>CHOICE</b>	<b>WEIGHT</b>
<b>Core Managerial Competencies</b>				
Strategic Capability and leadership				
Programme and Project Management				
Financial Management(Compulsory)			✓	20
Change Management				
Knowledge Management				
Service Delivery Innovation				
Problem Solving and Analysis				
People Management and Empowerment(Compulsory)			✓	20
Client Orientation and Customer Focus(Compulsory)			✓	20
Communication				
Honesty and Integrity				
<b>Core Occupational Competencies</b>				
Competence in Self-Management				
Interpretation of and implementation within the legislative and national policy frameworks				
Knowledge of Performance Management and Reporting			✓	20
Knowledge of global and South African specific political, social and economic contexts				
Competence in policy conceptualisation, analysis and implementation				
Knowledge of more than one functional municipal field/discipline				
Skills in Mediation				
Skills in Governance				
Competence as required by other national line sector departments				
Exceptional and dynamic creativity to improve the functioning of the municipality			✓	20
<b>TOTAL</b>				

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