

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: COMMUNITY SERVICES
MR. MASEMOLA SEPORO A.

THE EMPLOYEE OF THE MUNICIPALITY

FOR THE

FINANCIAL YEAR 2016-2017

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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. Masemola Seporo A.

Employee of the Municipality (hereinafter referred to as the Director; Community Services)

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 1st July 2016 and will remain in force until 31 June 2016, 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**.

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- 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	30
Municipal Institutional Development and Transformation	10
Local Economic Development (LED)	5
Municipal Financial Viability and Management	20
Good Governance and Public Participation	10
Spatial Rationale	5
Total	100%

- 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		4
Programme and Project Management		4
Financial Management(Compulsory)	compulsory	7
Change Management		4
Knowledge Management		4
Service Delivery Innovation		4
Problem Solving and Analysis(Compulsory)	compulsory	7
People Management and Empowerment(Compulsory)	compulsory	7
Client Orientation and Customer Focus		4
Communication		4
Honesty and Integrity		4
CORE OCCUPATIONAL COMPETENCIES (COC)		
Competence in Self Management		4
Interpretation of and implementation within the legislative and national policy frameworks		4
Knowledge of Performance Management and Reporting		4

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CORE COMPETENCY REQUIREMENTS (CCR) FOR EMPLOYEES		
CORE MANAGERIAL COMPETENCIES (CMC)	✓	WEIGHT
Knowledge of global and South African specific political, social and economic contexts		8
Competence in policy conceptualisation, analysis and implementation		7
Knowledge of more than one functional municipal field / discipline		4
Skills in Mediation		4
Skills in Governance		4
Competence as required by other national line sector departments		3
Exceptional and dynamic creativity to improve the functioning of the municipality		
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.

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- (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.					

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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Municipal Manager

- 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.

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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 Grahamstown on this the 15 day of June 2016.

AS WITNESSES:

1. [Signature]

[Signature]
MR. MASEMOLA SEPORO A.
DIRECTOR: COMMUNITY SERVICES

2. [Signature]

AS WITNESSES:

1. [Signature]

[Signature]
MS MAPULE MOKOKO
MUNICIPAL MANAGER

2. _____

[Signature]
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SCORE CARD

2016/2017 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN

MEASURABLE OBJECTIVE	PROJECT	BASELINE 2015/2016	INDICATORS	ANNUAL TARGET 2016/2017	COMMUNITY SERVICES				EVIDENCE	BUDGET 2016/2017	IMPACT
					Q1	Q2	Q3	Q4			
MUNICIPAL HEALTH SERVICES											
To enforce 100% compliance to air quality standards by June 2017	Air Quality Management	100% quarterly Air quality reports generated	Percentage enforcement of air quality standards.	100% enforcement of air quality standards	100% enforcement of air quality standards	100% enforcement of air quality standards	100% enforcement of air quality standards	100% enforcement of air quality standards	Reports	R 674,300	
To undertake 204 water quality monitoring samples by June 2017	Water quality monitoring	None	Number of water quality samples undertaken	204 water quality samples undertaken	51 water samples undertaken	51 water samples undertaken	51 water samples undertaken	51 water samples undertaken	Reports	81,000	
To ensure 100 evaluation of food safety in premises by June 2017	Food Safety Control	100 Certificate of Acceptability	Number of food premises evaluated	100 food premises evaluated	25 food premises evaluated	25 food premises evaluated	25 food premises evaluated	25 food premises evaluated	close up reports	R10 000. 00 (World Food Day)	
To undertake health surveillance of premises by June 2017	Health surveillance of premises	500 Health surveillance of premises evaluated	Number of premises surveilled	1200 premises surveilled (e.g Creches)	300 premises surveilled	300 premises surveilled	300 premises surveilled	300 premises surveilled	Reports	R0. 00	
To undertake 100% surveillance and prevention of notifiable communicable diseases by June 2017	Surveillance and prevention of communicable diseases	20 Surveillance undertaken for detection of communicable diseases	Percentage surveillance undertaken	100% surveillance and prevention of communicable disease undertaken	100% surveillance and prevention of communicable disease undertaken	100% surveillance and prevention of communicable disease undertaken	100% surveillance and prevention of communicable disease undertaken	100% surveillance and prevention of communicable disease undertaken	Reports	R0. 00	
To undertake 1200 vector control evaluation by June 2017	Vector Control	20 vector control evaluation undertaken	Number of vector control evaluations undertaken	1200 vector control evaluation undertaken (e-g Health facilities)	300 vector control evaluation undertaken	300 vector control evaluation undertaken	300 vector control evaluation undertaken	300 vector control evaluation undertaken	Reports	R0. 00	
To undertake 408 chemical safety awareness campaigns by June 2017	Chemical Safety	20 chemical safety awareness campaigns conducted	Number of chemical safety awareness campaigns conducted	408 chemical safety awareness campaigns conducted	102 chemical safety awareness campaigns conducted	102 chemical safety awareness campaigns conducted	102 chemical safety awareness campaigns conducted	102 chemical safety awareness campaigns conducted	Reports	R 5 000.00	
To monitor waste management in 102 health care facilities by June 2017	Waste management	20 Monitoring Health Care Risk Waste	Number of waste management in Health Care facilities monitored	102 waste management in Health Care facilities monitored	26 waste management in Health Care facilities monitored	25 waste management in Health Care facilities monitored	26 waste management in Health Care facilities monitored	25 waste management in Health Care facilities monitored	Reports	R29 000. 00	
To evaluate disposal of the dead on 50 facilities by June 2017	Disposal of the dead evaluation	20 evaluations for disposal of the dead conducted	Number of evaluations for disposal of the dead conducted	50 evaluations for disposal of the dead facilities conducted	13 evaluations for disposal of the dead facilities conducted	12 evaluations for disposal of the dead facilities conducted	13 evaluations for disposal of the dead facilities conducted	12 evaluations for disposal of the dead facilities conducted	Reports	R0. 00	
To conduct 10 environmental awareness campaigns	Environmental Pollution Control	2 awareness campaigns conducted	Number of awareness campaigns conducted	10 awareness campaign conducted	2 awareness campaign conducted	3 awareness campaign conducted	2 awareness campaign conducted	3 awareness campaign conducted	Reports	R 20,000	
DISTRICT HEALTH COUNCIL AND DISTRICT AIDS COUNCIL											

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To commemorate 4 health calendar events by June 2017	World Aids Day	1 World Aids day Commemorated	Number of Worlds Aids day Event held	1 Worlds Aids day Event held	No activity	Commemorate World Aids day	No activity	No activity	Reports	R 52,000	
	STIs/Condom Week Campaign	1STIs/Condom Week Campaign event held	Number of STIs/Condom week Campaigns held	1 STIs/Condom week Campaigns held	No activity	No activity	Conduct STI/Condom week campaign	No activity	Reports		
	World TB day	1 World TB day event held	Number of World TB campaigns held	1 World TB campaigns	No activity	No activity	Commemorate World TB day	No activity	Reports		
	Candlelight Ceremony	1 Candlelight Ceremony event held	Number of Candlelight Ceremony held	1 Candlelight Ceremony	No activity	No activity	No activity	Commemorate Candlelight ceremony	Reports		
To coordinate District Aids Council programmes by June 2017	District Aids Council programmes	3 DAC meetings held	Number of DAC programs held	4 DAC programs held	1 DAC Meeting	1 DAC Meeting	1 DAC Meeting	1 DAC Meeting	Reports		
To provide 100% support visit to health care facilities by June 2017	Support visit to healthcare facilities	4 support visits	Percentage support to health care facilities provided	100% support visit to health care facilities provided	100% support visit to health care facilities provided	100% support visit to health care facilities provided	100% support visit to health care facilities provided	100% support visit to health care facilities provided	Reports	R 10,000	

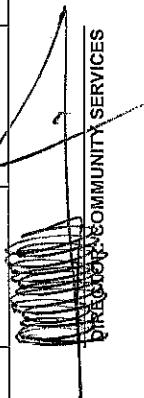
EMERGENCY MANAGEMENT SERVICES										
To respond 100% to all Emergency Management Services (EMS) incidents reported by June 2017	Fire and Rescue Operations	103 Structural fire incidents, 172 Motor Vehicle accidents(MVA), 32 Veld fires, 5 vehicle fire, 1 Pedestrian vehicle accident(PVA), 47 special services responded to.	Percentage response to all fire and rescue operations	100% response to all fire and rescue incidents reported	100% response to all fire and rescue incidents reported	100% response to all fire and rescue incidents reported	100% response to all fire and rescue incidents reported	100% response to all fire and rescue incidents reported	Reports	R30 000.00
To undertake 100% fire safety and prevention activities by June 2017	Fire Safety and prevention	77 fire safety meeting with clients, 20 fire safety plans scrutinised	Percentage of fire safety and prevention activities on kinds of facilities and events undertaken	100% fire safety and prevention	100% fire safety and prevention	100% fire safety and prevention	100% fire safety and prevention	100% fire safety and prevention	Reports	R0 00
To maintain 100% EMS equipment servicing and maintenance by June 2017	EMS Equipment servicing and maintenance	Fire and rescue equipments maintained	Percentage adherence to EMS equipment maintenance schedule	100% adherence to EMS equipment maintenance schedule	100% maintenance of EMS Equipment	100% maintenance of EMS Equipment	100% maintenance of EMS Equipment	100% maintenance of EMS Equipment	Reports	R 145,000

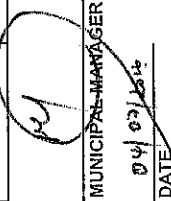
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To undertake 3 firefighting training activities by June 2017	Training Academy	2 Firefighter 1, 1 Basic Fire fighting and 2 First Aid level3 classes assessed	Number of firefighter training activities undertaken	3 firefighting training activities undertaken	One firefighting training activity undertaken	One firefighting training activity undertaken	One firefighting training activity undertaken	Annual consolidation report of firefighting training activities undertaken	Reports	R 134,132	
DISASTER MANAGEMENT											
To review 100% Disaster Management Plan by June 2017	Disaster management Plan	Percentage review of disaster management plan * stakeholder consultation 20% * submit plan to management and circulate the plan to staff 40%* Mayoral Committee and Council for	Percentage of Disaster Management Plan reviewed	100% review of Disaster Management Plan *50% community risk assessment * 25% consolidated risk assessment report * 25% submission to management and council structures	Stakeholder consultation 20%	Consolidation of inputs 40%	Submit plan to management and circulate to staff for comments 20%	Submit to Mayoral Committee and Council for approval 20%	Council Resolution, Disaster management plan	R 106,000	
To undertake 100% disaster risk assessment by June 2017	Disaster Risk Assessment	33 hazards identified	Percentage of disaster risk assessment undertaken	100% disaster risk assessment undertaken	100% undertaking of disaster risk assessment	100% undertaking of disaster risk assessment	100% undertaking of disaster risk assessment	100% undertaking of disaster risk assessment	Reports	R 0	
To provide 100% relief material by June 2017	Provision of relief material	54 Houses assessed. 63 blankets, 29 sponges and 2 shacks provided	Percentage of disaster relief material provided	100% of disaster relief material provided	100% provision of disaster relief material provided	100% provision of disaster relief material provided	100% provision of disaster relief material provided	100% provision of disaster relief material provided	Report	R 0	
To coordinate 100% disaster related information by June 2017	Coordination of disaster information	GM/C3 system inactive	Percentage coordination of disaster related information	100% coordination of disaster related information	100% coordination of disaster related information	100% coordination of disaster related information	100% coordination of disaster related information	100% coordination of disaster related information	Report	R 0	
To undertake 24 disaster awareness campaigns by June 2017	Awareness education and research	24 disaster management awareness campaigns undertaken e.g special operations	number of disaster awareness campaigns undertaken	12 disaster awareness campaigns undertaken	03 disaster management awareness campaigns undertaken	03 disaster management awareness campaigns undertaken	03 disaster management awareness campaigns undertaken	03 disaster management awareness campaigns undertaken	Report	R 0	

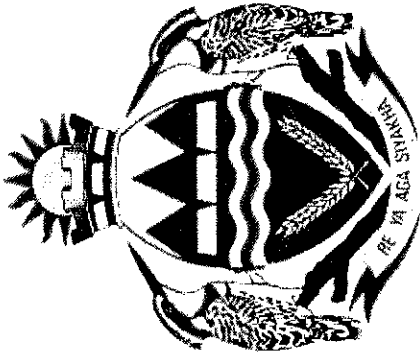

MUNICIPAL MANAGER
04/03/2014
DATE


MUNICIPAL MANAGER
04/03/2014
DATE

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CORE COMPETENCY REQUIREMENTS(CCR)

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Sekhukhune District Municipality

CORE COMPETENCIES REQUIREMENTS FOR MANAGERS REPORTING DIRECTLY TO THE MUNICIPAL MANAGER

NAME OF INCUMBENT: MR MASEMOLA SEPORO
POSITION HELD: Director; COMMUNITY SERVICES
DATE 15/06/2016 SIGNATURE 

NAME OF SUPERVISOR: MS MAPULE MOKOKO
POSITION HELD: MUNICIPAL MANAGER
DATE 04/07/2016 SIGNATURE 

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CORE MANAGERIAL AND OCCUPATIONAL COMPETENCIES		CHOICE	WEIGHT
Core Managerial Competencies			
Strategic Capability and leadership			9
Programme and Project Management			8
Financial Management(Compulsory)			8
Change Management			7
Knowledge Management			7
Service Delivery Innovation			7
Problem Solving and Analysis			8
People Management and Empowerment(Compulsory)			8
Client Orientation and Customer Focus(Compulsory)			8
Communication			8
Honesty and Integrity			9
Core Occupational Competencies			
Competence in Self-Management			2
Interpretation of and implementation within the legislative and national policy frameworks			1
Knowledge of Performance Management and Reporting			1
Knowledge of global and South African specific political, social and economic contexts			1
Competence in policy conceptualisation, analysis and implementation			1
Knowledge of more than one functional municipal field/discipline			1
Skills in Mediation			1
Skills in Governance			2
Competence as required by other national line sector departments			2
Exceptional and dynamic creativity to improve the functioning of the municipality			1
TOTAL			100%

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