**[**Departmental logo**]**



**Annual Performance Assessment Template for Deputy Director-General**

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| **Name of the SMS member** |  | **Job title** |  |
| **Persal number** |  | **Performance cycle** |  |
| **Name of the Supervisor** |  | **Period under Assessment** | April - March |
| **Branch Name** |  | | |
| **Province (if applicable)** |  | | |

**Employee performance: key result Areas**

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| **KRA NO 1:** | | | **KRA weight** | | | |  |
| **ACTIVITIES** | **PERFORMANCE MEASURES** | | **SMS Rating** | **Supervisor Rating** | **Agreed Rating** | **Moderated Rating** | |
| **TARGET** | **ACTUAL ACHIEVEMENT/EVIDENCE** |
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| **KRA NO 2:** | | | **KRA weight** | | | |  |
| **ACTIVITIES** | **PERFORMANCE MEASURES** | | **SMS Rating** | **Supervisor Rating** | **Agreed Rating** | **Moderated Rating** | |
| **TARGET** | **ACTUAL ACHIEVEMENT/EVIDENCE** |
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| **KRA NO 3:** | | | **KRA weight** | | | |  |
| **ACTIVITIES** | **PERFORMANCE MEASURES** | | **SMS Rating** | **Supervisor Rating** | **Agreed Rating** | **Moderated Rating** | |
| **TARGET** | **ACTUAL ACHIEVEMENT/EVIDENCE** |
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| **KRA NO 4:** | | | **KRA weight** | | | |  |
| **ACTIVITIES** | **PERFORMANCE MEASURES** | | **SMS Rating** | **Supervisor Rating** | **Agreed Rating** | **Moderated Rating** | |
| **TARGET** | **ACTUAL ACHIEVEMENT/EVIDENCE** |
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| **KRA NO 5:** | | | | **KRA weight** | | | |  |
| **ACTIVITIES** | **PERFORMANCE MEASURES** | | **SMS Rating** | | **Supervisor Rating** | **Agreed Rating** | **Moderated Rating** | |
| **TARGET** | **ACTUAL ACHIEVEMENT/EVIDENCE** |
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**Auditor General opinion and findings and organisational performance**

**Annual Performance Assessment results from AG** **Annual Performance Assessment results for APP achievements**

**AG Weighting**

**AG assessment score (rating 0-3)**

**Auditors general opinion and findings**

**%**

**AG Weighting**

**AG Weighting**

**Number of Planned Targets**

**Targets Achieved**

**APP Weighting**

**organisational performance (APP Target)**

**%**

**AG Weighting**

**AG Weighting**

**AG Weighting**

**Weighted Score/rating**

**Weighted Score/rating**

DDG Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DG/HOD Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COMPETENCIES: PERSONAL DEVELOPMENT PLAN**

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| --- | --- | --- | --- | --- |
| **No** |  | | **Dev. Required** | |
| **Core Management Competencies (CMCs)** | **Process Competencies (PCs)** | **CMCs** | **PCs** |
| **Yes/No** | **Yes/No** |
| 1 | Strategic Capability and Leadership | Knowledge Management |  |  |
| 2 | People Management and Empowerment | Service Delivery Innovation |  |  |
| 3 | Programme and Project Management | Problem solving and analysis |  |  |
| 4 | Financial Management | Client Orientation |  |  |
| 5 | Change Management | Customer focus Communication |  |  |
| **Other Development Required** | | | | |
| 1 |  | | | |
| 2 |  | | | |
| 3 |  | | | |

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| **Comment by the DDG on his/her performance** |
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| **Comment by the Head of Department** |
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| **Comment by the Chairperson of the Moderating Committee** |
|  |

DDG Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisors' Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_