**[**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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_