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

**ANNEXURE A**

**PERFORMANCE AGREEMENT FOR Deputy Director-General**

|  |  |
| --- | --- |
| **SMS member's name** |  |
| **Persal number** |  |
| **Supervisor's name** |  |
| **Branch name** |  |
| **Province (if applicable)** |  |
| **Performance cycle** |  |
| **Job title** |  |

*Please identify dates for half-yearly and annual performance assessments*

|  |  |
| --- | --- |
| **Mid-year performance review & assessment date:** |  |
| **Annual Performance assessment date:** |  |

**Dispute resolution mechanism**

Disputes on the signing of PAs will be dealt with in terms of Regulation 72(4)(5)&(6) of the Public Service Regulations, 2016. Any disputes about the assessment, shall be mediated by a person agreed to by the SMS member and the Supervisor.

Name of Mediator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature o*f SMS Member (DDG)* Signature *of Supervisor]*

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



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| --- | --- | --- | --- |
| **Categories** | **Key Result Area** | **Batho Pele Principles** | **Weighting** |
| **Individual Performance** |  |  |  |
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| **Note: the sum of the weightings of KRAs must add up to 100%. The KRAs will contribute 60% towards the final score.** | | | |
| **KRAs Total Weighting** | | | **60%** |
| **Auditor General** | This component will focus on the measurement of the extent of the departmental financial and legislative compliance. There should be no material findings on con-compliance with legislation and the financial statement should be free from material misstatements. | | 20% |
| **Total Weighting: Auditor Generals Findings & Opinions (apply to DDGs)** | | | **20%** |
| **Organisational Performance** | This component will focus on assessing the organisational performance based on the predetermined target in the Annual Performance Plan (APP) and the audited Annual Report (AR) will be used to establish the extent in which the objective in the APP has been achieved. | | 20% |
| **Total weight: The organisational performance ( apply to DDGs)** | | | **20%** |
| **GRAND TOTAL: KRAs + Auditor-General + Organisational Performance (APP)** | | | **100%** |

**Generic Management 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 |  | | | |

Signature (DDG):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor's Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Workplan FOR Deputy Director-General**

**ANNEXURE B**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Key Result Areas** | **KEY Activities** | **PERFORMANCE MEASURES/STANDARD** | | **Resource Required** | **Enabling Condition** |
| **TARGET DATE** | **INDICATOR / TARGET** |
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*Initials:\_\_\_\_\_\_\_\_\_\_\_\_ Initials:\_\_\_\_\_\_\_\_\_\_\_\_*

**ANNEXURE C**

**Personal Developmental Plan FOR Deputy Director-General**

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| **No** | **Developmental Areas** | **Types of interventions (Mentoring/course/workshop/seminars** | **Target date** |
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DDG Signature :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor's Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_