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

**ANNEXURE A1**

**PERFORMANCE AGREEMENT FOR Chief Director and Director**

|  |  |
| --- | --- |
| **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* Signature *of supervisor]*

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



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| **Categories** | **Key Result Area** | **Batho Pele Principles** | **Weighting** |
| **Individual Performance** |  |  |  |
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| **KRAs Total Weighting** | | | 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 (SMS):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Workplan FOR CHIEF DIRECTOR AND DIRECTOR**

**ANNEXURE B**

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

**ANNEXURE C**

**Personal Developmental Plan FOR CHIEF DIRECTOR AND DIRECTOR**

**ANNEXURE B**

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

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