



PROVINCE OF KWAZULU NATAL

DEPARTMENT OF EDUCATION

PERFORMANCE AGREEMENT FOR DEPUTY DIRECTOR-GENERAL

SMS member's name	
Persal number	
Supervisor's name	
Branch name	
Province (if applicable)	
Performance cycle	01 April 2020 – 31 March 2021
Job title	

Please identify dates for half-yearly and annual performance assessments

Mid-year performance review & assessment date:	30 September 2020
Annual Performance assessment date:	31 March 2021

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: **Director-General – KZN Office of the Premier**

.....
Signature of SMS Member (DDG)

Date: _____

.....
Signature of Supervisor]

Date: _____

Category	Strategic goal	Strategic objectives	Key Result Area	Batho Pele Principles	Weighting
Individual Performance			1.		
			2.		
			3.		
			4.		
			5.		
			6.		
			7.		
Note: the sum of the weightings of KRAs must add up to 100%					
KRAs Total Weighting					100%
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

No	Core Management Competencies	Development Required	
		Yes	No
1	Strategic Capability and Leadership		
2	People Management and Empowerment		
3	Programme & Project Management		
4	Financial Management		
5	Change Management		
No	Process Competencies	Development Required	
		Yes	No
1	Knowledge Management		
2	Service Delivery Innovation		
3	Problem solving and analysis		
4	Client orientation and customer focus		
5	Communication		
Other developmental areas identified			
1			
2			
3			

Signature (DDG): _____ Date: _____

Supervisor's Signature: _____ Date: _____

WORKPLAN FOR DEPUTY DIRECTOR-GENERAL

KEY RESULT AREAS	KEY ACTIVITIES	PERFORMANCE MEASURES		RESOURCE REQUIRED	ENABLING CONDITION
		TARGET / INDICATOR (PPM)	TARGET DATE		

KEY RESULT AREA	ACTIVITIES	PERFORMANCE MEASURES		RESOURCE REQUIRED	ENABLING CONDITIONS
		TARGET / INDICATOR	TARGET DATE		

KEY RESULT AREAS	ACTIVITIES	PERFORMANCE MEASURES		RESOURCES REQUIRED	ENABLING CONDITIONS
		TARGET/INDICATOR	TARGET DATE		

Initials: _____

Initials: _____

PERSONAL DEVELOPMENTAL PLAN FOR DEPUTY DIRECTOR-GENERAL

NO	DEVELOPMENTAL AREAS	TYPES OF INTERVENTIONS (MENTORING/COURSE/WORKSHOP/SEMINARS)	TARGET DATE
1			
2			
3			
4			
5			

DDG Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____