



## KWAZULU-NATAL DEPARTMENT OF EDUCATION

### PERFORMANCE AGREEMENT FOR CHIEF DIRECTOR AND DIRECTOR

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

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

<b>Mid-year Performance review &amp; assessment date:</b>	30 September 2020
<b>Annual Performance assessment date:</b>	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: \_\_\_\_\_

.....  
Signature of SMS Member

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

.....  
Signature of supervisor

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

Supervisor Initial:.....

Incumbent Initial:.....

Strategic Goal	Strategic Objective/s	PROGRAMME PERFORMANCE MEASUREMENT (PPM)	Key Result Area	Batho-Pele Principles	Weight
		KRA'S TOTAL WEIGHTING			=100

Supervisor Initial:.....

Incumbent Initial:.....

**Generic Management Competencies: Personal Development Plan**

No	Core Management Competencies	Dev. Required	
		Yes	No
1	Strategic capability and leadership		
2	People empowerment and management		
3	Financial management		
4	Service delivery innovation		
5	Change management		
Process Competencies			
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 (SMS):\_\_\_\_\_Date:\_\_\_\_\_

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

Supervisor Initial:\_\_\_\_\_Incumbent Initial:\_\_\_\_\_

## WORKPLAN

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

Supervisor Initial:..... Incumbent Initial:.....

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

Supervisor Initial:\_\_\_\_\_ Incumbent Initial:\_\_\_\_\_

**ANNEXURE B**

**PERSONAL DEVELOPMENTAL PLAN FOR CHIEF DIRECTOR AND DIRECTOR**

NO	DEVELOPMENTAL AREAS	TYPES OF INTERVENTIONS (MENTORING/COURSE/WORKSHOP/SEMINARS	TARGET DATE

SMS Signature : \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Initial: \_\_\_\_\_ Incumbent Initial: \_\_\_\_\_