**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** | **Outcome** | **Output Indicator** | **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** | **Core Management Competencies** | **Dev. Required** |
| **Yes/No** |
| 1 | Strategic Capability and Leadership |  |
| 2 | People Management and Empowerment |  |
| 3 | Programme and Project Management |  |
| 4 | Financial Management |  |
| 5 | Change Management |  |
| **Process Competencies** | |  |
| 6 | Knowledge Management |  |
| 7 | Service Delivery Innovation |  |
| 8 | Problem Solving and Analysis |  |
| 9 | Client Orientation |  |
| 10 | Customer Focus Communication |  |
| **Other Developmental Areas Identified** | |  |
| 11 |  | |
| 12 |  | |
| 13 |  | |

Signature (SMS): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Workplan**

**ANNEXURE C 1**

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| **outcome** | **outPUT** | **outPUT indicator** | **Key Result Areas** | **KEY Activities** | **PERFORMANCE MEASURES** | | **Resource Required** | **Enabling Condition** |
| **INDICATOR / TARGET** | **TARGET DATE** |
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**Personal Developmental Plan FOR CHIEF DIRECTOR AND DIRECTOR**

**ANNEXURE B**

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

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