



**ANNUAL PERFORMANCE PLAN, PERSONAL  
DEVELOPMENT PLAN AND REVIEW FOR  
MANAGERS**

**Entered into by and between**

**THE MKHAMBATHINI MUNICIPALITY  
AS REPRESENTED BY THE  
MUNICIPAL MANAGER**

**(Duly authorised by Council)**

**MR S MNGWENGWE**

**AND**

**MR T.E GAMBU  
DIRECTOR FINANCIAL SERVICES  
["the Employee"]**

**03 August 2020 - 30 June 2021**

*TEG*  
*R*  
*M.E.*  
*NR*  
*OM.*

RATING	DEFINITION OF SCORE
5	Outstanding Performance
4	Performance significantly above expectation
3	Fully effective
2	Performance not fully satisfactory
1	Unacceptable Performance

Period Under Review	
Surname	GAMBU
Name	THOKOZANE EXCELLENT
Municipality	Mkhambathini Municipality
Department	FINANCE
Race	AFRICAN
Gender	MALE
Employee Number	
Date of Appointment	2020-08-03
Salary Package	

**Performance Plan**

**Attached as Annexure C**

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**Calculation on the Core Management Criteria (CMC)**

CMC's are based on the eleven core competencies – every Manager should be assessed against all those CMC' that are applicable to his/her job. Compulsory CMC' for Managers are highlighted below (NOTE: Weights should be taken from the signed performance agreement for the year under review).

CORE MANAGERIAL COMPETENCIES	Weighting (Points)	Weighting (Points)	Weighting (Points)	Weighting (Points)	Weighting (Points)	Weighting (Points)
1. Strategic Capability and Leadership					10	
2. Programme and Project Management					4	
3. Financial Management		compulsory			20	
4. Change Management					6	
5. Knowledge Management					10	
6. Service Delivery Innovation					5	
7. Problem Solving and Analysis					5	
8. People Management and Empowerment		compulsory			10	
9. Client Orientation and Customer Focus		compulsory			10	
10. Communication					10	
11. Honesty and Integrity					10	

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### EVALUATION ON THE CORE OCCUPATIONAL COMPETENCY (COC)

COC's are based on the eleven core competences – every Manager should be assessed against all those COC's that are applicable to his/her job.  
 (NOTE: Weight should be taken from the signed performance agreement for the year under review)

CORE MANAGERIAL COMPETENCES (COC)	Weighting	Applicable to Job	Assessed	Assessment	Comments
1. Competence in Self-Management	15				
2. Interpretation of and implementation within the legislative and national policy framework	15				
3. Knowledge of Performance Management and Reporting	5				
4. Knowledge of global of South African specific political, social and economic contexts	15				
5. Competence in policy conceptualization, analysis and implementation	10				
6. Knowledge of more than one functional municipal field/discipline	15				
7. Skills in Mediation	5				
8. Skills in Governance	10				
9. Competence as required by other national line sector department	5				
10. Exceptional and dynamic creativity to improve the functioning of the municipality	5				
<b>Total percentage</b>	<b>100</b>				

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PERSONAL DEVELOPMENT PLAN

AREA TO BE DEVELOPED	TYPE OF INTERVENTION	TARGET DATE	DEVELOPMENTAL STRATEGIES		SUPPORTING RESOURCES
			PROVIDER	ACTIVITIES	
Case Work	TRAINING	2020/09/30			
ADVANCE EXCEL	TRAINING	2020/12/31			

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**PERFORMANCE ASSESSMENT RATING**

The Assessment Rating will be used to add the score and calculate a final KPA score (80%) and a final CMC and COC's score (20%).

The Table Below should be completed by the summarized total of each panel member (*Note: Weight should be taken from the signed performance agreement for the year under review*)

KPA	WEIGHT	RATING	SCORE
1. Basic Service Delivery	0		
2. Municipal Institutional Development and Transformation	15		
3. Local Economic Development	15		
4. Municipal Financial Viability and Management	20		
5. Good Governance and Public Participation	20		
6. Community and Social Development	10		
x 80%			

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Core Management Competencies	Weight	Rating	Score
1. Strategic Capability & Leadership	2		
2. Programme & Project Management	1		
3. Financial Management (Compulsory)	10		
4. Change Management	2		
5. People Management	3		
6. Governance Leadership	2		
<b>Total</b>			
x 20%			

Support Operational Competencies	Weight	Rating	Score
1. Moral Competence	4		
2. Planning and Organizing	6		
3. Analysis and Innovation	2		
4. Knowledge and Innovation	2		
5. Communication	4		
6. Result and Quality Focus	2		
<b>Total</b>			
X 20%			

### Key Results

KPA	(A) Sub- Total	(B) % of Assessment	(AxB) Total Score
KRA (Key Result Area)		80%	
CC (Conduct Criteria)		20%	
c) FINAL SCORE			
<b>FINAL SCORE IN PERCENTAGE (C/5X100)</b>			

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**AGREEMENT TO PERFORMANCE AND DEVELOPMENT PLAN**

I agree with the objectives as set out in the above Performance and Development Plan and undertake to achieve the objectives as agreed on.

SIGNATURE: *[Handwritten Signature]*

Name of Manager: *Thobozane Gumbo*

Date: .....

I undertake to support .....(Name of Manager) with the achievement of the above Performance and Development Plan .

SIGNATURE: .....

Name of Manager: .....

Date: .....

**FEEDBACK ON INFORMAL QUARTELY REVIEW:**

FEEDBACK FROM REPORTING OFFICER:

.....  
.....  
.....  
.....  
.....  
.....

Signature of Reporting Officer

Signature of Manager

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\_\_\_\_\_

Date: .....

Date: .....

*[Handwritten initials and notes: SM, M, T, R, N]*