



PERFORMANCE AGREEMENT FOR CHIEF DIRECTOR AND DIRECTOR

SMS member's name	Ms Carmen-Joy Abrahams
Persal number	18651640
Supervisor's name	Mr Imtiaz Fazel (Acting DG: DPWI)
Branch name	Expanded Public Works Programme
Province (if applicable)	Head Office
Performance cycle	01 April 2020 – 31 March 2021
Job title	Chief Director: EPWP Partnership Support (also included the acting DDG: EPWP duties of 21 July 2020 – 15 October 2020)

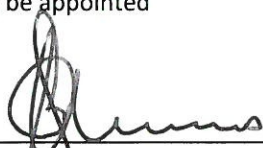
Please identify dates for half-yearly and annual performance assessments

Mid-year Performance review & assessment date:	Before 30 November 2020
Annual Performance assessment date:	Before 31 December 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: For Chief Director matters, the Director-General: DPWI. For Acting DDG: matters, a mediator to be appointed




 Signature of SMS Member:
Ms Carmen-Joy Abrahams
 (Chief Director: EPWP Partnership Support)



 Signature of supervisor:
Mr Imtiaz Fazel
 (Acting DG: DPWI)

Date: 30 September 2020

Date: 30 September 2020

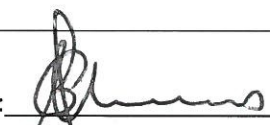
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Categories	Key Result Area	Batho Pele Principles	Weighting
Individual Performance	1. The EPWP is planned, monitored and supported	1 (Consultation)	30%
	2. Enhance EPWP delivery capacity across all spheres of government and SOEs	1 (Consultation) & 6 (Transparency)	20%
	3. Enhance and communicate positive EPWP profile	3 (Access), 4 (Courtesy), 5 (Information)	10%
	4. Improve EPWP reporting and data integrity	6 (Transparency)	15%
	5. Contribute to sustainable livelihoods	1 (Openness), 6 (Transparency), 7 (Redress)	25%
KRAs Total Weighting			100%


Generic Management Competencies: Personal Development Plan

No	Core Management Competencies	Process Competencies	Dev. Required
			Yes/No
1	Strategic capability and leadership	Knowledge Management	No
2	People Management and empowerment	Service Delivery Innovation	No
3	Programme and Project Management	Problem Solving Analysis	No
4	Financial Management	Client Orientation and Customer Focus	No
5	Change Management	Communication	No
Other Developmental Areas Identified			
1			
2			
3			

Signature (SMS):  Date: 30 September 2020

Ms Carmen-Joy Abrahams  Date: 30 September 2020

Mr Imtiaz Fazel

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WORKPLAN FOR CHIEF DIRECTOR

KEY RESULT AREAS	KEY ACTIVITIES	PERFORMANCE MEASURES		RESOURCE REQUIRED	ENABLING CONDITION
		TARGET	TARGET DATE		
The EPWP is planned, monitored and supported	<ul style="list-style-type: none"> Oversee that Incentive Grant Workshops are held; Ensure that public bodies are engaged with regards to their project lists Manage the signing of the incentive agreements and project lists from a quality perspective Ensure that any quality challenges are addressed with the public bodies Ensure that all deadlines with regard to the submission of the incentive agreements are adhered to Ensure that managers undertake the above tasks 	<p>1.1 95% of the incentive agreements are signed for in terms of the Provincial Integrated Grant Incentive Agreements and Project Lists (Infrastructure Sector and E&C Sector), Municipal Integrated Incentive Grant Agreements and Project Lists (All Sectors) and Provincial Social Incentive Agreements</p> <p>Number of Agreements: Integrated Prov. Grants: 74 Social Provincial Grants: 33 Integrated Municipal Grants: 253 (7% weight)</p> <p>NOTE: the number of required Incentive Grants may change depending on restructuring in government. The revised target will take precedence.</p> <p>The POE: The Incentive Grant Report from the EPWP Finance Directorate, which reflects the status on the signing of the incentive agreements and project lists</p>	31 March 2021	Human Resources Office Resources	Buy-in from participating public bodies Accurate Incentive Grant Agreements Collaboration with the lead Provincial Coordinating Department
		<ul style="list-style-type: none"> Ensure that managers facilitate the submission of monthly expenditure reports (VMs) Oversee that the expenditure reports are correctly completed Ensure that managers engage public bodies in terms of non-compliance/non-submission of the expenditure and evaluation reports <p>Targets are based on the allocation as indicated by DPWI Finance (4% weight)</p> <p>The POE: Monthly, Quarterly and Annual Incentive Grant Reports from the EPWP Finance Directorate</p>	<p>1.2 90% of the EPWP integrated grant allocation disbursed</p> <ul style="list-style-type: none"> Provincial Social Integrated Provincial Integrated Municipal <p>Buy-in from participating public bodies Collaboration with the lead Provincial Coordinating Department</p>	Human Resources Office Resources	Buy-in from participating public bodies Collaboration with the lead Provincial Coordinating Department

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KEY RESULT AREAS	KEY ACTIVITIES	PERFORMANCE MEASURES		RESOURCE REQUIRED	ENABLING CONDITION
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	<ul style="list-style-type: none"> Receive and distribute the EPWP Phase IV Protocol Agreements Engage Public Bodies on the signing of Protocol Agreements Facilitate and/or co-operate with the Provincial Coordinating Department for the signing of the protocol agreements Consolidate and submit to head office 	<p>1.3 Number of EPWP Phase IV Protocol Agreements signed</p> <p>180 EPWP Phase IV Protocol Agreements signed (4% weight)</p> <p>The POE: Signed Protocol Agreements. Register developed and maintained by the Director: EPWP National Programme Manager</p>	31 March 2021	Data resources Travel Budget	Buy-in from the public bodies for the EPWP Phase IV targets Collaboration with the Provincial Coordinating Department
	<ul style="list-style-type: none"> Review any outstanding payment Engage the suppliers and SCM Provide reports to the DDG 	<p>(1.4) 100% of unpaid invoices are resolved within the 30 day period</p> <p>(2% weight)</p> <p>Note: subject to compliance by service providers and SCM processes</p> <p>The POE: Reyapata System – status of invoices the on system</p>	31 March 2021	Data resources Human Resources Office Resources	Service providers compliant with claim processes Procedures and systems are functional within DPWI for payment/tracking/resolution of matters
	<ul style="list-style-type: none"> Formulate Standard Operating Procedures Manual for Training (either Skills Programme/ Learnerships, Artisan Development, Learning Programme /Non-NSF) Engage stakeholders to make inputs Manual signed off Support routing 	<p>(1.5) Number of SOP manuals completed</p> <p>One (1) SOP manual for training completed (6% weight)</p> <p>The POE: SOP Manual</p>	31 March 2021	Data resources Equipment and Stationery	Existing EPWP Training SOP Skills policy and legislation SCM Policy Treasury Regulations
	<ul style="list-style-type: none"> Negotiate with partners on funding and training implementation support Conclude Memorandum of Agreement/Service Level Agreements 	<p>(1.6) Number of Partnership Agreements on Funding and Training Implementation concluded</p> <p>Two (2) Partnership Agreements on Funding and Training concluded (7% weight)</p> <p>The POE: MOA/SLA</p>	31 March 2021	Human Resources Office Resources Data resources	Skills policy and legislation
Enhance EPWP Delivery	<ul style="list-style-type: none"> Support programme managers in terms of the coordination of the forums 	<p>(2.1) Number of Provincial Structures (e.g. PSC) supported</p> <p>The POE: MOA/SLA</p>	31 March 2021	Data Resources/ Venue	Engaging the provincial department on the TOR

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KEY RESULT AREAS	KEY ACTIVITIES	PERFORMANCE MEASURES		RESOURCE REQUIRED	ENABLING CONDITION
		TARGET	TARGET DATE		
Capacity across all spheres of government as well as internal EPWP capacity	<ul style="list-style-type: none"> Engage district municipalities regarding coordination of the District Forum Meetings Ensure that managers undertake the above tasks 	18 Provincial Structures where DPWI (EPWP) reports presented (8% weight) The POE: Agenda, Signed Minutes or Attendance Registers submitted to EPWP Partnership Support, as per the agreed timelines	31 March 2021	Functional Telephone lines/Cell phones	<ul style="list-style-type: none"> Pre-planning for the meetings Ensuring that a corporate calendar is developed and updated Participation of public bodies
		(2.2) Number of District Steering Structures supported: 30 District Steering Structures supported (8% weight) The POE: Agenda, Signed Minutes or Attendance Registers submitted to EPWP Partnership Support, as per the agreed timelines	31 March 2021	Data Resources/ Venue Functional Telephone lines/ Cell phones	<ul style="list-style-type: none"> Engaging the municipalities on the TOR Pre-planning for the meetings Ensuring that a corporate calendar is developed and updated Participation of public bodies
		(2.3) % Auditor General queries responded to as per agreed timelines with AGSA 90% Auditor General queries responded to as per agreed timelines with AGSA (4% weight) The POE: COFF & RFI register maintained by the SLCC	31 March 2021	Data Resources Travel Budget Human Resources Office Resources	<ul style="list-style-type: none"> Inputs from public bodies Pre-planning and application of directives
Enhance and communicate a positive EPWP Profile	<ul style="list-style-type: none"> Events supported and/or coordinated; Beneficiary testimony write-up's; Best practice write-up's; Signage provided; Newsletters and publications; and Branding activation campaigns 	(3.1) Number of communication support interventions provided to EPWP sectors (10% weight) The POE: List of interventions related to: Programmes, invitations, attendance registers, list of signage provided, list of events supported, list of write-ups, newsletters and branding activation campaigns	31 March 2021	Budget Availability of branding materials for brand activation campaigns	<ul style="list-style-type: none"> Pre-planning is required Knowledge of SCM requirements Support from DPWI Communications Support from GCIS

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KEY RESULT AREAS	KEY ACTIVITIES	PERFORMANCE MEASURES		RESOURCE REQUIRED	ENABLING CONDITION
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Improve EPWP reporting and data integrity	<ul style="list-style-type: none"> - Engage public bodies - Assist public bodies to plan - Monitor reporting - Engage to resolve challenges 	(4.1) Number of work opportunities reported in the EPWP-RS by public bodies 984 490 work opportunities reported The POE: EPWPRS (7% weight)	31 March 2021	Budget Personnel Functional EPWP-RS	Timely submission of inputs from stakeholders
		Additional Responsibilities as ADDG: EPWP (21 July 2020 – 15 October 2020, unless terminated earlier) <ul style="list-style-type: none"> - Facilitate provision of COVID-19 EPWP participants through contracted NPOs across the country, with 25000 EPWP participants (inclusive of 1600 participants participating in GBV) - To ensure the establishment and consolidation of the NPO Programme - To ensure the finalisation of the PEP Strategy that incorporates the new approaches of social facilitation, skills development and job creation within the infrastructure lifecycle, ensuring linkage to SA. - To engage in a process to incorporate universal access design specifications into all tenders and RFPs - To expedite the modernization of business process plan 	(4.2) Account to AO, EA and Parliament on the COVID 19 response Oversee the creation of work opportunities in the Programme and resolve challenges – 25000 participants (Public Hygiene and GBV), Monitor and evaluate the implementation of PEPs in EPWP Engage the Treasury on the reclassification. Develop a proposal for capacity within DPWI – submit these for job evaluations. Plan for the creation of short-term capacity. (note the annual target is to ensure the establishment and consolidation of the NPO programme within DPWI – however this is a 3 months acting period) Support requests related to incorporate new approaches within the infrastructure cycle and the linkages to SA (note the annual target is to finalise the PEP strategy and this is three month target in the workplan) Support requests to incorporate universal access design specifications into all tenders RFPs Support measures introduced to expedite the modernisation of the business process plan. Percentage of EPWP participation among designated groups – 60% women, 55% youth and 2% PWD	15 October 2020	Budget Personnel Functional EPWP-RS

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KEY RESULT AREAS	KEY ACTIVITIES	PERFORMANCE MEASURES		RESOURCE REQUIRED	ENABLING CONDITION
		TARGET	TARGET DATE		
Contribute to sustainable livelihoods	<ul style="list-style-type: none"> Oversee the application and planning process Support the execution Resolve challenges 	(8% weight) The POE: Submissions, PQ and reports	31 March 2021	NSF Budget Travel Budget Training Budget	DHET Support SETA support Head Office support
		500 EPWP participants trained and in-training (6% weight) The POE: List of participants capacitated as provided by EPWP Beneficiary Training	31 March 2021	Data Resources	COVID 19 NSF Readiness protocols
		<ul style="list-style-type: none"> Review the current Learning Programme Align the Learning Programme to EPWP Phase IV Engage the Sectors for buy-in on the amendments to the Learning Programme Ensure the layout and edits are effected 	31 March 2021	Budget Facilitators Stationery	Collaboration and buy-in from sector stakeholders
		<ul style="list-style-type: none"> Oversee the application and planning process Support the execution of the EPWP Learning Programme Resolve challenges 	31 March 2021	Budget Facilitators Stationery	Willingness of public bodies to participate Coordination of training sessions by head office Readiness and availability of facilitators Access to Data, Hardware and Software
		<ul style="list-style-type: none"> Ensure that support products are available Support the ED team Engage partners in terms enterprise development 	31 March 2021	Travel Budget	Buy-in from public bodies Enterprise Development Support tools PPPFMA Regulations Partnerships with Department of Small Business Development and other agencies
		(5.1) EPWP participants trained and in-training through NSF, CET, SETA, FSCA funding and any other DPWI sourced partnership 500 EPWP participants trained and in-training (6% weight) The POE: List of participants capacitated as provided by EPWP Beneficiary Training	31 March 2021	Data Resources	Collaboration and buy-in from sector stakeholders
		(5.2) 1 EPWP Learning Programme Reviewed and Finalised for commencing training (8% Weight) The POE: Finalised EPWP Learner Guide	31 March 2021	Data Resources	Collaboration and buy-in from sector stakeholders
		(5.3) Number of capacity building workshops conducted for EPWP officials 2 capacity building workshops (5% weight) The POE: Attendance registers and programmes for workshops conducted.	31 March 2021	Budget Facilitators Stationery	Willingness of public bodies to participate Coordination of training sessions by head office Readiness and availability of facilitators Access to Data, Hardware and Software
		(5.4) Number of capacity building workshops conducted to EPWP participants on the Start and Improve Your Business training programme 9 SMME capacity building workshops (6% weight) The POE: Workshop Programme, Attendance Register's and/or International Labour Organisation (ILO) SIYB Gateway Report	31 March 2021	Travel Budget	Buy-in from public bodies Enterprise Development Support tools PPPFMA Regulations Partnerships with Department of Small Business Development and other agencies

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PERSONAL DEVELOPMENTAL PLAN FOR CHIEF DIRECTOR AND DIRECTOR

NO	DEVELOPMENTAL AREAS	TYPES OF INTERVENTIONS (MENTORING/COURSE/WORKSHOP/SEMINARS)	TARGET DATE
1	Managerial Skills	Grievance and Disciplinary Action Procedures Advance Project Management for the Public Service	31 March 2021
2	MS Office Packages	MS Excel Advance, Project, Access and Word	31 March 2021
3	Communications Skills	Social Media for Government Communicators Social Media Marketing Writing Skills for Social Media Creative Writing for Brands Editing of publications Video Editing Camera Setting and capturing of pictures	31 March 2021

SMS Signature:  Date: 30 September 2020

Ms Carmen-Joy Abrahams

Supervisor's Signature:  Date: 30 September 2020

Mr Imtiaz Fazel

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