



PERFORMANCE AGREEMENT FOR DEPUTY DIRECTOR-GENERAL

SMS member's name	Stephen Morris Mziwendoda Mabinja
Persal number	18954677
Supervisor's name	Adv. Sam Vukela
Branch name	Real Estate Management Services
Province (if applicable)	Gauteng
Performance cycle	2020/21
Job title	DDG: Real Estate Management Services

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: _____

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

Date: _____

.....
Signature of Supervisor]

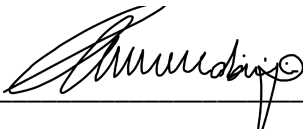
Date: _____

Categories	Key Result Area	Batho Pele Principles	Weighting
Individual Performance	To manage the procurement of accommodation for user departments in line with prescripts, norms & standards and according to user requirements.	<ol style="list-style-type: none"> 1. Consultation 2. Standards 3. Access 4. Courtesy 5. Information 6. Openness and Transparency 7. Redress 8. Value for Money 	30
	To provide efficient utilization of State owned Properties		30
	To conclude lease agreements with individuals, companies and institutions for use of state owned properties and privately owned facilities.		15
	To develop and manage letting strategy of state owned properties and debt collection.		10
	Facilitate capacity building initiatives		5
	Debt collection strategy and sustainability of state owned property portfolio		10
	Implement ad-hoc tasks as directed by the Minister and the Director-General		5
Note: the sum of the weightings of KRAs must add up to 100%			
KRAs Total Weighting			60%
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%
Organizational Performance	This component will focus on assessing the organizational 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 organizational performance (apply to DDGs)			20%
GRAND TOTAL: KRAs + Auditor-General + Organizational Performance (APP)			100%

Generic Management Competencies: Personal Development Plan

No	Core Management Competencies	Process Competencies	Dev. Required
			Yes/No
1	Strategic Capability & Leadership	Determine mission, vision, values, goals, objectives, roles and responsibilities, timelines for an organization.	No
2	Programme and Project Management	Manage large, multiple and complex projects ensuring completion on time, within budget and according to required specifications	No
3	Financial Management	Financial planning and budgeting; financial accounting; financial analysis and financial decision-making	No
4	People Management and Empowerment	Lead, motivate, inspire, and encourage employees. Meaningfully delegate authority to empower employees	No
5	Client Orientation and Customer Focus	Observing client needs and acting accordingly	No

Other developmental areas identified			
1	Corporate real estate management	International trends in property market and impact it has on the local market for property investment decisions	

Signature (DDG):  Date: _____

Supervisor's Signature: _____ Date: _____

WORKPLAN FOR DEPUTY DIRECTOR-GENERAL

KEY RESULT AREAS	KEY ACTIVITIES	PERFORMANCE MEASURES		RESOURCE REQUIRED	ENABLING CONDITION
		TARGET	TARGET DATE		
To manage the procurement of accommodation for user departments in line with prescripts, norms & standards and according to user requirements	Provide direction on implementation of strategies that will ensure effective and efficient procurement of accommodation for user departments.	A minimum of 70% lease requests in the procurement plan concluded successfully.	31/03/2021	REMS SCM	Efficient Supply Chain Management (Bid Specification, Evaluation and Adjudication)
	Stakeholder engagements (i.e. internal and external) to ensure value for money in procuring accommodation	100% alignment of rental tariffs to market rate. 100% Procurement Instructions are issued for implementation with pre-determined annual escalation rate.	31/03/2021	REMS SCM	User Departments. User Demand Management (UDM).
To provide efficient and effective utilization of State owned Properties	Marketing, Advertising and Leasing out Vacant State Owned Properties	50% of unutilized properties let to private companies and individuals (highest bidders). 5% of unutilized properties will be availed for social programme. 100% of unutilized state properties that have been unutilized for longer than 5 years avail for disposal.	31/03/2021	REMS	Efficient Supply Chain Management (Bid Specification, Evaluation and Adjudication)
	Disposal of unutilized state Owned Properties for cost	Dispose all unutilized properties that have been unused for more than 5 years	31/03/2021	REMS	REIS

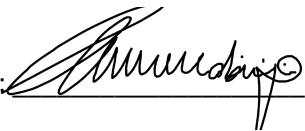
KEY RESULT AREAS	KEY ACTIVITIES	PERFORMANCE MEASURES		RESOURCE REQUIRED	ENABLING CONDITION
		TARGET	TARGET DATE		
	savings and other economic developmental agendas				
	Identification, Verification and regularization of illegally occupied State Properties	Draft a strategy on dealing with illegal occupation of state owned land. Consultation with various stakeholders.	31/03/2021	Legal Services	Regulations Policy Legal resource FM (security) Funding for security
To conclude lease agreements with individuals, companies and institutions for use of state owned properties and privately owned facilities.	Ensuring that Lease Agreements including addenda are signed accordingly and updated on Management System	100% signed lease contracts for awarded bids.	31/03/2021	REMS	Capacitation of REMS (Head Office & Regional Offices)
	Ensuring Renewals of Leases before or upon expiry	18 months before expiry of lease agreement inform UDM to seek mandate from user departments.			
	Enforce compliance to occupational health and safety requirements as carved in the lease contracts.	100% success in enforcement of contract provisions on OHSA related requirements.			
To develop and manage letting strategy of state owned properties and debt collection.	Draft letting strategy for state owned properties. Implement, monitor and evaluation.	Approved letting and debt collection strategy.	31/03/2021	REMS Policy	REIS SCM
	Incorporate and Implement new and innovative ideas on best practices	Consult property industry	31/03/2021	REMS	
Facilitate capacity building initiatives	Ensure that Property Managers are trained and kept abreast	Reskilling of existing staff and recruit relevant skills.	31/03/2021	REMS Professional Services	Human Resources Professional Services

KEY RESULT AREAS	KEY ACTIVITIES	PERFORMANCE MEASURES		RESOURCE REQUIRED	ENABLING CONDITION
		TARGET	TARGET DATE		
	with industry developments through Departmental initiatives (Professional Services)			Corporate Services	

ANNEXURE C

PERSONAL DEVELOPMENTAL PLAN FOR DEPUTY DIRECTOR-GENERAL

NO	DEVELOPMENTAL AREAS	TYPES OF INTERVENTIONS (MENTORING/COURSE/WORKSHOP/SEMINARS)	TARGET DATE
1	Property Management and Development	Property investment and development	2020/21
2	Real Estate Management	Masters in Corporate Real Estate	2021/22

DDG Signature:  Date: _____

Supervisor's Signature: _____ Date: _____