



PERFORMANCE AGREEMENT FOR DEPUTY DIRECTOR-GENERAL

SMS member's name	CLIVE (S.T.) MTSHISA
Persal number	11621567
Supervisor's name	MR I FAZEL
Branch name	CORPORATE SERVICES
Province (if applicable)	N/A
Performance cycle	2020-2021
Job title	DEPUTY DIRECTOR GENERAL

Please identify dates for half-yearly and annual performance assessments

Mid-year performance review & assessment date:	SEPTEMBER 2020
Annual Performance assessment date:	APRIL 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: To be agreed between the official and the supervisor

Signature of SMS Member (DDG)

Date: 25/09/2020

Signature of Supervisor]

30 September 2020

Date: _____

Categories	Key Result Area	Batho Pele Principles	Weighting
Individual Performance	1. Oversee the recruitment and selection process to specifically focus on women and persons with disabilities including developing a database	Consultation, access, information, value for money	20%
	2. To guide the establishment of a Consequence Management Unit within DPWI	Consultation, access, information, value for money	15%
	3. Facilitate a complete, accurate and GRAP compliant immovable asset register, together with the necessary property, building and land management data, is completed and then maintained, to adequately meet the service delivery objectives for the State	Consultation, access, information, value for money	20%
	4. Investigate and engage in the process to introduce Blockchain into DPWI	Consultation, access, information, value for money	10%
	5. To ensure that the initiatives identified for DPWI to become a resilient, ethical and capable Department, including the modernisation of all identified business processes that will improve service delivery, are implemented.	Consultation, access, information, value for money	20%
	6. Explore and implement the use of social media platforms in the Recruitment & Selection process	Consultation, access, information, value for money	15%
			100%
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. This will be incorporated into the Audit Action Plan of the Branch, especially the critical audit like HR and ICT.		20%
Total Weighting: Auditor Generals Findings & Opinions (apply to DDGs)			20%
Organisational Performance	This component will focus on assessing the organisational 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 organisational performance (apply to DDGs)			20%
GRAND TOTAL: KRAs + Auditor-General + Organisational Performance (APP)			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 and analysis	Yes
4	Financial Management (for non-finance managers)	Client orientation	Yes
5	Change Management	Communication	No
Other developmental areas identified			
1	Project management and Budgeting	Planning and execution	Yes
2	Corporate Services' linked training events, e.g conferences, short courses, and overall upskilling	Ongoing developing and keeping pace with latest updates in area of responsibility in corporate survives.	Yes
3	Senior management coaching and development	Support to line executive managers who constantly require this service from the Branch Head	Yes

Signature (DDG):  Date: 25/09/2020

Supervisor's Signature:  Date: 30 September 2020

BRANCH OPERATIONAL PLAN WILL BE ATTACHED

KEY RESULT AREAS	KEY ACTIVITIES	PERFORMANCE MEASURES		RESOURCE REQUIRED	ENABLING CONDITION
		TARGET	TARGET DATE		
1. Oversee the recruitment and selection process in DPWI to specifically focus on women, youth and persons with disabilities, including developing a database	Implementation of the approved Human Resource Plan and timeously submitted to DPWA	HR Plan approved and submitted within the required and prescribed period	31 June 2021	Chief Directorate Functional Performance and meeting targets	EXCO Decisions
	Oversee the recruitment of all critical positions within the budgetary limits	Priority List approved by EXCO; Recruitment Plan and Appointment Approvals and COE report	Every 6 months	Chief Directorate Functional Performance and meeting targets	EXCO Decisions
	Development of adverts reflecting bias in favour the identified designated groups.	(a) 40% target for women in SMS (b) 40% target for women in SMS (c) 1.5% people with disabilities, (d) Use of social media over and above the usual media used for recruitment	Quarterly 31 Mar 2021	Chief Directorate Functional Performance and meeting targets	EXCO Decisions and support
	Development of database for monitoring purpose	Accessible database for all shortlistings and interviews process	Every 6 months	Chief Directorate Functional Performance and meeting targets	HR Systems.
2. To guide the establishment of a Consequence Management Unit within DPWI	Oversee the implementation of all key LR functional areas	Report of all concluded Disciplinary cases.	Monthly	Chief Directorate Functional Performance and meeting targets	Effective LR Strategy on prevention
	Support the CFO in pursuing non-compliance with the 30 Days payment	CFO reports on non-compliance	31 Mar 2021	Chief Directorate Functional Performance and meeting targets	Collaboration with the CFO and Finance Branch
	Subject all cases of fraud and corruption to disciplinary hearings based on the investigation reports	Reports of progress of all cases subjected to discipline	Quarterly	Chief Directorate Functional Performance and meeting targets	Collaboration with the GRC Branch

<p>3. Facilitate a complete, accurate and GRAP compliant immovable asset register, together with the necessary property, building and land management data, is completed and then maintained, to adequately meet the service delivery objectives for the State</p>	<p>Oversee the implementation of the following :</p> <ol style="list-style-type: none"> 1. 5 ARCHIBUS modules integrated with SAGE Financial Management system and GIS. 2. Finalise the immovable asset management module 3. (ARCHIBUS : Lease IN; Lease OUT; Construction Project Management; Scheduled Maintenance & Condition Assessment 4. Integration of Archibus, SAGE and GIS 	<p>All the identified modules in accordance with the agreed upon business case implemented within the set target dates.</p>	<p>Regular EXCO reports at least once a month</p>	<p>Chief Directorate Functional Performance and meeting targets</p>	<p>End users, business units, ICT Exco Subcommittee and EXCO Decisions</p>
<p>4. Investigate and engage in the process to introduce Blockchain into DPWI</p>	<ol style="list-style-type: none"> 1. Investigate the efficacy and compatibility of this technology for use in government department 2. Consult with the National Treasury and SITA 3. Conduct research and explore the use of the technology in private sector 4. Finalise a comprehensive report with recommendations 	<p>Comprehensive report with clear recommendation on what is possible.</p>	<p>31 Mar 2020</p>	<p>Chief Directorate Functional Performance and meeting targets</p>	<p>Line Function ICT</p>
<p>5. To ensure that the initiatives identified for DPWI to become a resilient, ethical and capable Department, including the modernization of all identified business processes that will improve service delivery, are implemented.</p>	<p>Oversee the development and finalization of the ERP system in accordance with the project plan</p>	<p>Finalized modules in accordance with the project plan and business case</p>	<p>31 Mar 2021</p>	<p>Chief Directorate Functional Performance and meeting targets</p>	<p>Branch participation, ICT Exco subcommittee and EXCO Decisions</p>
	<p>Implement agile approaches to recruitment</p>	<p>Recruitment Plan and adverts published</p>	<p>Every 6 months</p>	<p>Chief Directorate Functional Performance and meeting targets</p>	<p>Branches buy-in and EXCO Decisions</p>
	<p>Finalize the automation of the leave management and use of paper trail</p>	<p>Automated leave management and introduction of a paperless system using paper trail, e.g lease-in, etc.</p>	<p>31 Mar 2021</p>	<p>Chief Directorate Functional Performance and meeting targets</p>	<p>Buy-in from Branches</p>

6. Explore and implement the use of social media platforms in the Recruitment & Selection process	Use social media to notify applicants of positions up for advertisement	Number of recruitment notifications	Every Six Months	Chief Directorate Functional Performance and meeting targets	Fully functional social media and support from Communication and ICT
	Share in social media the different platforms used for recruitment and selection	Info on recruitment shared on social media	Every Six Months	Chief Directorate Functional Performance and meeting targets	Fully functional social media and support from Communication and ICT
	Explore the posting of all SMS positions on available social media platforms	Number of adverts that can be posted	Every Six Months	Chief Directorate Functional Performance and meeting targets	Fully functional social media and support from Communication and ICT

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PERSONAL DEVELOPMENTAL PLAN FOR DEPUTY DIRECTOR-GENERAL

NO	DEVELOPMENTAL AREAS	TYPES OF INTERVENTIONS (MENTORING/COURSE/WORKSHOP/SEMINARS)	TARGET DATE
	Latest Developments in Corporate Services matters	Conferences, seminars and subscription to relevant publications and members of appropriate bodies, etc.	1 April 2020 – 31 Mar 2021

DDG Signature:  Date: 25/09/2020

Supervisor's Signature:  Date: 30 September 2020