



public works

Department:  
Public Works  
REPUBLIC OF SOUTH AFRICA

## PERFORMANCE AGREEMENT FOR DEPUTY DIRECTOR-GENERAL

<b>SMS member's name</b>	Mandla Sithole
<b>Persal number</b>	21177651
<b>Supervisor's name</b>	Advocate Sam Vukela
<b>Branch name</b>	Finance
<b>Province (if applicable)</b>	
<b>Performance cycle</b>	2020/2021
<b>Job title</b>	Chief Financial Officer

Please identify dates for half-yearly and annual performance assessments

<b>Mid-year performance review &amp; assessment date:</b>	30 September 2020
<b>Annual Performance assessment date:</b>	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: Deputy Minister / Minister

Signature of SMS Member (DDG)

Date: 31 August 2020

Signature of Supervisor]

30 September 2020

Date: \_\_\_\_\_



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Public Service and Administration  
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Categories	Key Result Area	Batho Pele Principles	Weighting
Individual Performance	1. Effective reconciliation and settlement of Municipal Debt backlog for the department.	Setting service standards	10
	2. Ensure efficient financial planning and spending in line with budget.	Value for money	10
	3. Ensure compliance with PFMA / Treasury Regulations and other applicable prescripts	Setting service standards	20%
	4. Ensure itemised billing is implemented according to approved exemption by National Treasury	Value for money	20%
	5. Effective management of revenue and debtors	Value for money	20%
	6. Ensure all invoices are settled within 30 days	Service standards	20%
<b>Note: the sum of the weightings of KRAs must add up to 100%</b>			
<b>KRAs Total Weighting</b>			<b>60%</b>
Auditor General	Ensure effective coordination of audit process. Ensure audit action plans are developed, implemented and monitored. Ensure the Department and PMTE achieve unqualified audit opinion on AFS		20%
<b>Total Weighting: Auditor Generals Findings &amp; Opinions (apply to DDGs)</b>			<b>20%</b>
Organisational 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%
<b>Total weight: The organizational performance ( apply to DDGs)</b>			<b>20%</b>
<b>GRAND TOTAL: KRAs + Auditor-General + Organizational Performance (APP)</b>			<b>100%</b>

#### 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	Programme and Project Management	Problem solving and analysis	No
3	Financial Management	Problem solving and analysis	No
4	Problem Solving and Analysis	Knowledge management	No
5	Client Orientation and Customer Focus	Service delivery innovation	No
<b>Other developmental areas identified</b>			
1	GRAP		Yes
2	Property Investment and Revenue Generation		Yes
3	Modern Infrastructure Budgeting		Yes

Signature (DDG):  Date: 31 August 2020

Supervisor's Signature:  Date: 30 September 2020

## WORKPLAN FOR DEPUTY DIRECTOR-GENERAL

KEY RESULT AREAS	KEY ACTIVITIES	PERFORMANCE MEASURES		RESOURCE REQUIRED	ENABLING CONDITION
		TARGET	TARGET DATE		
Effective reconciliation and settlement of Municipal Debt backlog for the department.	Ensure all regions reconcile backlog municipal debt	80% of the value of the municipal debt as per the Section 71 report	31 March 2021	Fully capacitated branch	Cooperation of the municipalities
	Ensure all regions obtain confirmed balances in writing	80% of the value of the municipal debt as per the Section 71 report	31 March 2021	Fully capacitated branch	Cooperation of the municipalities
	Ensure all regions settle confirmed balances	100% of the value of the municipal debt as per the Section 71	31 March 2021	Fully capacitated branch	Availability of budget
Ensure efficient financial planning and spending in line with budget.	Ensure quality budget information is submitted in a prescribed format and within set timeframes	MTEF / ENE approved and submitted on time	As prescribed	Fully capacitated branch	Submission of quality budget inputs by branches / units
	Ensure financial reports are reported on time to EXCO for decision making	Strategic intervention are implemented to address financial risks	Monthly	Fully capacitated branch	Accountability by all DDGs
	Ensure spending is per allocated budget	Spending within the set threshold	31 March 2021	Fully capacitated branch	Implementation of Procurement Plan, appointment and payment for service rendered on time by relevant branches / units
Ensure compliance with PFMA / Treasury Regulations and other applicable prescripts	Ensure financial performance is reported on time	Presented to governance structure	Monthly	Fully capacitated branch	Availability of IT system
	Ensure compliance with internal controls.	Compliance certificates are maintained	Monthly	Fully capacitated branch	Accountability by all Managers
	Ensure Financial Statements are submitted on time	Submitted IFS / AFS	Quarterly/ Annually	ERP system and capacitated branch with GRAP knowledge	Submission of quality inputs by all branches / units on time Weekly / Monthly updates of system




	Ensure measures are implemented to prevent, detect and report irregular, wasteful and fruitless expenditure	Complete and accurate register for wasteful, fruitless and irregular expenditure	Quarterly/ Annually	Fully capacitated branch	All branches must prevent, detect and report all wasteful, fruitless and irregular expenditure
	To ensure modernization of all identified business processes that will improve financial management are implemented.	Approved and implemented processes	31 March 2021	Fully capacitated branch	
	Determine process for Infrastructure Grants conditions	Approved and implemented process	31 March 2021	Fully capacitated branch	Working with ISA and National Treasury
Ensure itemized billing is implemented according to approved exemption by National Treasury	Ensure all branches implement project plan	Completed tasks as per project plan	Monthly / Quarterly	Fully capacitated branch	Commitment of branches to implement the project plan
	Provide progress reports to all governance structures and National Treasury	Progress report submitted and presented to structured	Monthly / quarterly	Fully capacitated branch	
	Submit request for the approval of tariff structure	Approved submission	Annually	Fully capacitated branch	
	Ensure itemized bills are issued to user departments	Invoices issued	Quarterly	ERP system	IT infrastructure and completion of all tasks, approval of the tariffs by National Treasury
Effective management of revenue and debtors	Ensure all debtors are issued with invoices	100% Invoices issued	Monthly / quarterly	Capacitated branch	ERP system, integrity and completeness of data
	Ensure reduction of debtors balance	85% reduction	Monthly / quarterly/yearly	Capacitated branch	Commitment of user departments to pay
	Ensure all disputed claims are resolved	40% reduction	Yearly	Capacitated branch	Commitment of user departments to pay Commitment of branches to resolve disputes
	Ensure revenue generation program is implemented by all key branches	Key revenue generation initiatives are implemented	Quarterly/ Annually	Capacitated branch	REIS, REMS and Small Harbours must implemented the revenue generation
Ensure all invoices are settled within 30 days	Ensure enforcement of internal controls	100% invoices paid within 30 days	Monthly	Capacitated branch Effective ERP system	Commitment of all units

Improved audit outcome (unqualified)	Developed, Implemented and monitored audit action plan Effective coordination of the audit process	All significant audit findings resolved affecting audit opinion	Yearly	Capacitated branch	Commitment of all branches to implement audit action plan and consequence management for lack of commitments
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Initials: \_\_\_\_\_

Initials: \_\_\_\_\_

**ANNEXURE C**

**PERSONAL DEVELOPMENTAL PLAN FOR DEPUTY DIRECTOR-GENERAL**

NO	DEVELOPMENTAL AREAS	TYPES OF INTERVENTIONS (MENTORING/COURSE/WORKSHOP/SEMINARS)	TARGET DATE
1	Investment	Workshop/ Seminar	30 June 2021
2	GRAP Training	Workshop/ Seminar	31 March 2021
3	Negotiating skill (deal maker)	Workshop/ Seminar	31 March 2021

DDG Signature:  Date: 31 August 2020

Supervisor's Signature:  Date: 30 September 2020