



PERFORMANCE AGREEMENT FOR DEPUTY DIRECTOR GENERAL

SMS member's name	Ms Sasa Devi Subban
Persal number	13372700
Supervisor's name	Ms Sasa Subban
Branch name	Real Estate Investment Services (REIS)
Province (if applicable)	Head Office
Performance cycle	1 April 2020 – 31 March 2021
Job title	DDG: REIS

Please identify dates for half-yearly and annual performance assessments


Mid-year Performance review & assessment date:	15 October 2020
Annual Performance assessment date:	15 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: DDG: CORPORATE SERVICES


 Signature of SMS Member


 Signature of supervisor

Date: 30/09/2020

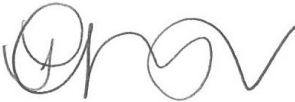
Date: 30 September 2020

Categories	Key Result Area	Batho Pele Principles	Weighting
Individual Performance	1. Coordinate management of the performance of the immovable asset portfolio and ensure the Compilation of CAMP with inputs from the UAMP	Access; courtesy; consultation; Openness & transparency; Service standards; Value for money; redress and information.	10%
	2. Coordinate and ensure informed Asset Investment Decisions including Valuations supporting Investment decisions and Social Disposals	Access; courtesy; consultation; Openness & transparency; Service standards; Value for money; redress and information.	10%
	3. Coordinate and facilitate the Disposal Programme for Human Settlements, Land Reform and socio economic	Access; courtesy; consultation; Openness & transparency; Service standards; Value for money; redress and information.	20%
	4. Facilitate the Development of Integrated Government Precincts and Site Clearance	Access; courtesy; consultation; Openness & transparency; Service standards; Value for money; redress and information	10%
	5. Ensure Planning of Departmental Infrastructure Implementation Programmes	Access; courtesy; consultation; Openness & transparency; Service standards; Value for money; redress and information	10%
	6. To ensure that the DPWI Special Integrated Projects are adequately resourced and managed: Salvokop	Access; courtesy; consultation; Openness & transparency; Service standards; Value for money; redress and information	10%
	7. Oversee the Immoveable Asset Register Programme towards ensuring a credible and compliant Asset Register that is maintained and supports all programmes in DPWI	Access; courtesy; consultation; Openness & transparency; Service standards; Value for money; redress and information	10%
	8. Ensure effective performance management ,Business Process alignment an adequate controls to manage Risk, fraud and corruption and respond to audit issues timeously	Access; courtesy; consultation; Openness & transparency; Service standards; Value for money; redress and information.	20%
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	Flexibility Innovative thinking Anticipation of change Making strategic choices Good listening skills Working with others Ability to lead and be led	No
2	Problem solving and analysis	Establish the route course and evaluate possible solutions; assess the problem's impact towards achieving the set key performance areas.	No
3	Financial Management	Ability to allocate financial resources to the established objectives; management of financial risk; development of corrective measures to ensure the alignment of budget with set objectives.	No
No	Core Management Competencies	Process Competencies	Dev. Required
			Yes/No
4	People Management and Empowerment	Ability to utilize people's potentials and weaknesses to achieve set key performance areas;	No
5	Programme and Project Management	Stakeholder management, including definition of roles and responsibilities; management of service level agreements with key stakeholders; quality control and management of the critical paths during project implementation. .	Yes
Other Developmental Areas Identified			
1	Property finance including PPP		Yes

Signature (SMS):  Date: 2020/09/30

Supervisor's Signature:  Date: 30 September 2020

WORKPLAN FOR DEPUTY DIRECTOR GENERAL - MS S. SUBBAN

KEY RESULT AREAS	KEY ACTIVITIES	PERFORMANCE MEASURES		RESOURCE REQUIRED	ENABLING CONDITION
		TARGET	TARGET DATE		
1. Coordinate management of the performance of the immovable asset portfolio and ensure the Compilation of CAMP with inputs from the UAMP	Ensure the Compilation of CAMP with inputs from UAMP	24	31 March 2021	Technical assistance to be sourced where required for complex UAMP	Strategic Accommodation requirements submitted by Users
	Submission of UAMP templates for Users to compile UAMP				
	Develop IPIP for Capital and Planned Maintenance for prioritization of budgets	2	December 2020	Vacant positions filled	Human resources Financial resources Users compile a UAMP
2. Coordinate and ensure Asset Investment Decisions including Valuations supporting Investment decisions and Social Disposals	CAMP inclusive of Portfolio strategies is submitted to National Treasury	1 CAMP 42 CAMP Chapters	Quarterly		
	Strategy and opportunities to generate revenue on state owned properties	1	31 March 2020	Vacant positions filled	Investment Committee Updated Portfolio Strategies Budgets
	Develop draft strategy for Unutilized Properties	1	30 September 2021	Additional requirements Actuaries Economist For	
	Number of Investment Approvals to Inform Government Accommodation Solutions	130			
	Ensure Valuations of properties in support of Asset Investment Decisions	260 Valuations completed	31 March 2021	Valuers	Municipal Valuation Rolls Asset Register



KEY RESULT AREAS	KEY ACTIVITIES	PERFORMANCE MEASURES		RESOURCE REQUIRED	ENABLING CONDITION
		TARGET	TARGET DATE		
3. Coordinate and facilitate the Disposal Programme for Human Settlements, Land Reform and socio economic 34 995 ha	Programme manage by compiling and data base and report quarterly on targets and ensure approvals for Disposal Programme constituting : Land Reform (Restitution and Redistribution) Human Settlements (Spatial transformation and spatial justice aligned to PHSDA) Socio Economic	Land Reform : 33 955.9294 ha Human Settlements: 1032.0706Ha (50 land parcels) Socio Economic : 7,0000 ha	31 March 2021	IAR	
4. Facilitate the Development of Integrated Government Precincts and Site Clearance	Alignment to District Based Model, SPLUMA, Municipal IDPS and SDF and alignment to CAMP Site clearance for Strategic Projects	4 Government Precinct Development Plans aligned to Municipal IDP's and SDF 20 Strategic Site Clearance Projects	31 March 2021	Vacant positions filled Additional requirements Urban Planner Traffic Engineer Town Planners	UAMP AR/GIS Mapping IDPS/SDF CAMP Budgets and Funding Strategies Signed Agreements by Municipalities
5. Ensure Planning of Departmental Infrastructure Implementation Programmes	Technical Assessment and IPIP to support Accommodation Estimates and User Requirements Consultation with 4 User for the development of norms, standards and guidelines t Engage in a process to incorporate universal access design specifications (CIDB ect)	IPIP Technically Assessed Draft Norms standard and Guidelines Consultative Document Produced	31 March 2021	Built Environment Specialists	WCS Projects in Planning Budgets User Commitment

KEY RESULT AREAS	KEY ACTIVITIES	PERFORMANCE MEASURES		RESOURCE REQUIRED	ENABLING CONDITION
		TARGET	TARGET DATE		
6. To ensure that the DPWI Special Integrated Projects are adequately resourced and managed: Salvokop	Provide Built Environment resource requirements for HR improvements Engage PMO for additional Built Environment Resources	Provide inputs to HR and PMO	December 2020	QS Architects Engineers Transport Engineers Civil Engineers	SALVAKOP Precinct Plan Community Engagement COT and GTAC partnerships
Input into the new capital city process to ISA	Provide Town Planning inputs into the ISA process.	Ongoing	Ongoing	Town Planners	ISA Partnership
7. Oversee the Immovable Asset Register Programme towards ensuring a credible and compliant Asset Register	Ensure and maintain a complete, accurate and GRAP compliant Immovable Asset Register that supports all programmes in DPWI Identification of land and buildings on the IAR to support strategic Programmes Land Redistribution Programme GBV Student Accommodation Ensure a reduction in Audit Findings	80 % Credible IAR Ongoing	31 March 2021 Ongoing	Vacant positions filled GRAP Resources	ICT Infrastructure DALRRD Data Base including SG support
8. Ensure effective performance management, Business Process alignment and adequate controls to manage Risk, fraud and corruption and respond to audit issues timeously	90% of Targets in the APP achieved Ensure Compilation of performance agreement, workplan & PDP for SMS Assess the performance of -SMS members twice a year	31 March 2021		APP and BP APP and BP	Human Resources Human resources
		Signed performance agreement and submit to HRD	30 September 2020		

KEY RESULT AREAS	KEY ACTIVITIES	PERFORMANCE MEASURES		RESOURCE REQUIRED	ENABLING CONDITION
		TARGET	TARGET DATE		
	Provide inputs into the modernization of business process plan	Provide Business process inputs to ensure alignment to Strategic Integration and IDMS	31 March 2021	IDMS	IDMS Leadership
	Manage Risk ,and ensure controls are in place to eliminate Fraud and Corruption associated with property-theft	Ongoing	Ongoing	Risk Register	
	Ensure all audit issues are responded to by the Branch towards a clean audit.	Ongoing		Deeds Reconciliation	

Initials: RS

Initials: MS

ANNEXURE B

PERSONAL DEVELOPMENTAL PLAN FOR DEPUTY DIRECTOR GENERAL - MS S. SUBBAN

NO	DEVELOPMENTAL AREAS	TYPES OF INTERVENTIONS (MENTORING/COURSE/WORKSHOP/SEMINARS)	TARGET DATE
1.	Property finance and PPP Course	Course	January 2021
2.	Programme & Project Management	Course	February 2021

SMS Signature:  Date: 30/09/20

30 September 2020

Supervisor's Signature:  Date: _____