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**ANNUAL PERFORMANCE ASSESSMENT FORM FOR MUNICIPAL MANAGER AND SECTION 56 MANAGERS
FINANCIAL YEAR 2020/2021**

DETAILS OF INCUMBENT:

SURNAME AND INITIALS: MNISI RM
JOB TITLE: CHIEF FINANCIAL OFFICER
DATE OF EMPLOYMENT: 2 MAY 2019
PERIOD OF EMPLOYMENT CONTRACT: 5 YEARS: 2 MAY 2019 – 30 MAY 2024
PERIOD ASSESSED: 1 JULY 2020 – 30 JUNE 2021

PART 1: TO BE COMPLETED BY EMPLOYEE

This section has to be completed by the employee prior to the appraisal. If the space provided is insufficient, the comments can be included in an attachment.

1. During the past year my major accomplishments as they relate to my performance agreement were as follows :

- Fully implemented the mSCOA modules.
- Received unqualified audit opinions
- Reduced qualifying paragraphs from 10 to zero
- 100% expenditure on all capital grants.
- Roll out of electrical metres.
- Ensure operations and maintenance of Duma substation are successful.

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2. During the past year I was less successful in the following areas for the reasons stated:
- Monthly reconciliations for retention and guarantees
 - Monthly reconciliations for bank reconciliation
 - Timeous response to queries and internal audit reports.

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PART 2: PERFORMANCE ASSESSMENT

The Performance assessment is based on the Quarterly Performance Reports for the Business Units as well as the Department, as reflected in clause 4.2 of the performance agreement and performance plan.

The performance reports will therefore form the basis of the discussion and need to be submitted, together with the portfolio of evidence.

2.1 STANDARD RATING SCHEDULE

Standard Rating Schedule for Key Performance Areas (KPA) and Core Competency Requirements (CCRs)

Level	Terminology	Description	Rating				
			1	2	3	4	5
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the performance agreement (PA) and performance plan (PP) and maintained this in all areas of responsibility throughout the year.					
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.					
3	Fully effective or acceptable performance	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and PP					
2	Performance not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/ assessment indicates that the Employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and PP					
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the Employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and PP. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement					

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2.2 KEY PERFORMANCE AREAS AS PER THE SDBIP
Rating by Employee and Supervisor of Key Performance Areas (KPAAs)

Note: Weightings in the tables in this document must correspond to the weightings in the performance agreement for the specific financial year; projects reported on must correspond to those in the SDBIP.

KEY PERFORMANCE AREA		FINANCIAL VIABILITY AND MANAGEMENT				WEIGHTING = 96%		EVALUATION PANEL	
COMPLETED BY INCUMBENT						SUPERVISOR			
PROGRAMMES AND/OR PROJECTS	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	ANN NR	RATING (1-5)	MOTIVATION FOR RATING	RATING (1-5)	MOTIVATION FOR RATING	RATING (1-5)
Budget Implementation Reports	Number of Budget Implementation Reports tabled to Council	20 Budget Implementation Reports tabled to Council by 30 June 2021	Achieved. 20 Budget Implementation Reports tabled to Council	APR POE File	3	Budget policies approved by Council 30 June 2021. Developed funding plan strategy. Linking of the strategic plan to budget. No over expenditure on all the Votes. Adjustment approved on time and strings were sent to NT.	4	Exceptional performance within the constraints of negative cash flow and under trained financial staff.	4
								In agreement with Supervisor scoring	

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KEY PERFORMANCE AREA		FINANCIAL VIABILITY AND MANAGEMENT					WEIGHTING = 96%					
COMPLETED BY INCUMBENT		KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	ANN NR	RATING (1-5)	MOTIVATION FOR RATING	RATING (1-5)	SUPERVISOR	MOTIVATION FOR RATING	RATING (1-5)	EVALUATION PANEL
Implementation of Budget Process Plan	To Comply with the development & implementation of the budget process plan	Comply with the development & implementation of budget process plan by 30 June 2021	Achieved. 2021/22 Budget approved	APR POE File	3	4	Budget approved by Council 30 June 2021. Ensure alignment of the budget to KPA's. Budget segment details were implemented. Budget steering committee in place and functional. Engagements with sector departments on the IDP/Budget process plan.	4	Exceptional performance within the constraints of negative cash flow and under trained financial staff.	4	4	In agreement with Supervisor scoring
Budget related policies	Number of budget related policies	13 budget related policies reviewed by 30	Achieved. Final Reviewed Budget related	APR POE File	4	4	Budget related policies approved by	4	Exceptional performance	4	4	In agreement with Supervisor scoring

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KEY PERFORMANCE AREA		FINANCIAL VIABILITY AND MANAGEMENT					WEIGHTING = 96%	
COMPLETED BY INCUMBENT		ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	ANN NR	RATING (1-5)	MOTIVATION FOR RATING	RATING (1-5)	MOTIVATION FOR RATING
PROGRAMMES AND/OR PROJECTS	submitted to Council for approval	June 2021	Policies submitted to Council for approval					
Submission of AFS	To submit the AFS to AGSA	AFS Submitted to AG by 31 of August 2020	Achieved. AFS Submitted to AG	APR POE File	3	AFS submitted to AGSA by 31 st August 2020. All qualifying paragraphs were resolved. The municipality received an Unqualified	4	Exceptional Performance, Contributed to the achievement of the unqualified audit opinion
						Council 30 June 2021. Review and ensure compliance of all policies to legislation. mSCOA modules implemented successfully. Councillors workshops on policies		
								In agreement with Supervisor scoring

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KEY PERFORMANCE AREA		FINANCIAL VIABILITY AND MANAGEMENT					WEIGHTING = 96%				
COMPLETED BY INCUMBENT		ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	ANN NR	RATING (1-5)	MOTIVATION FOR RATING	RATING (1-5)	SUPERVISOR	MOTIVATION FOR RATING	RATING (1-5)	EVALUATION PANEL
PROGRAMMES AND/OR PROJECTS	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	ANN NR	RATING (1-5)	MOTIVATION FOR RATING	RATING (1-5)	SUPERVISOR	MOTIVATION FOR RATING	RATING (1-5)	EVALUATION PANEL
Bank Reconciliation	Number of Monthly Bank Reconciliations approved	12 Monthly Bank Reconciliations approved by 30 June 2021	3 Bank Reconciliations outstanding	APR POE File	3	opinion from AGSA. Need training for staff. Interns to be appointed to assist. PT and EDM to assist with the functions on Munsoft financial system.	3	The incumbent sourced other alternatives to address the matter		3	In agreement with Supervisor scoring
Reconciliation (VAT, Creditors, Retention, Payroll & Investments)	Number of VAT Reconciliation Reports approved	12 VAT Reconciliation Reports approved by 30 June 2021	Only VAT Reconciliations approved	APR POE File	3	Need training for staff. Interns to be appointed to assist. PT and EDM to assist with the functions on Munsoft financial system.	3	Standard achievement		3	In agreement with Supervisor scoring
Payment of	% of Invoices	80% of Invoices	100% of	APR	3	Cash flow	3	It is beyond		4	The interaction

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KEY PERFORMANCE AREA		FINANCIAL VIABILITY AND MANAGEMENT					WEIGHTING = 96%			
COMPLETED BY INCUMBENT		ANN NR	RATING (1-5)	MOTIVATION FOR RATING	RATING (1-5)	MOTIVATION FOR RATING	EVALUATION PANEL			
PROGRAMMES AND/OR PROJECTS	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL PERFORMANCE	POE File	RATING (1-5)	MOTIVATION FOR RATING	RATING (1-5)	MOTIVATION FOR RATING	EVALUATION PANEL	
invoices within 30 Days	paid within 30 days	paid within 30 days by 30 June 2021	received invoiced could not be paid within 30 days period.	POE File		challenges. To ensure implementation of credit control and debt collection policy to maximise revenue base.		the incumbent's control as the cash flow was not positive and experienced community retaliation		with ESKOM to reach agreement to a payment pattern that would alleviate interest charges.
Cash flow Management	Number of Cash flow Status Reports compiled	12 Cash flow Status Reports compiled by 30 June 2021	Cash flow Reports (Projections V Actuals) compiled	APR POE File	3	Cash flow management committee is in place and meets bi-weekly.	3	Standard achievement	4	The time devoted to cash flow management exceeds the norm, owing to historical negative cash flow.
Billing Reports	Number of Monthly billing reports compiled	12 Monthly billing reports compiled by 30 June 2021	12 Billing reports compiled	APR POE File	3	12 billing reports achieved. Daily reconciliations between the valuation roll.	3	Standard achievement	4	Compliance in terms of valuation roll and the deeds register as well as public notices.

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KEY PERFORMANCE AREA		FINANCIAL VIABILITY AND MANAGEMENT					WEIGHTING = 96%					
COMPLETED BY INCUMBENT		KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	ANN NR	RATING (1-5)	MOTIVATION FOR RATING	RATING (1-5)	SUPERVISOR	MOTIVATION FOR RATING	RATING (1-5)	EVALUATION PANEL
PROGRAMMES AND/OR PROJECTS												
Monitoring of Collection Rate	% of Monthly Collection Rate achieved	85 % Monthly Collection Rate achieved by 30 June 2021	85% of collection rate could not be achieved within the quarter.	APR POE File	3	3	deeds register and GIS. Billing was done on time. Suspension of credit control and debt collection policy contributed to the collection rate.	3	Standard achievement	4	4	The time devoted to cash flow management exceeds the norm, owing to historical negative cash flow. Responsibilities to PT within the FRP.
Budget Collection Rate	% of Annual Budget Collection Rate achieved	80% of Annual Budget Collection Rate achieved by 30 June 2021	Only 72% collection of the budget was realised.	APR POE File	3	3	Non-implementation of the credit control policy	3	Standard achievement	4	4	The time devoted to cash flow management exceeds the norm, owing to historical negative cash

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KEY PERFORMANCE AREA		FINANCIAL VIABILITY AND MANAGEMENT					WEIGHTING = 96%						
COMPLETED BY INCUMBENT		KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	ANN NR	RATING (1-5)	MOTIVATION FOR RATING	RATING (1-5)	MOTIVATION FOR RATING	SUPERVISOR	RATING (1-5)	MOTIVATION FOR RATING	EVALUATION PANEL
PROGRAMMES AND/OR PROJECTS													
Valuation Roll Reconciliation	Number of Monthly Valuation Roll Reconciliations reports compiled	12 Monthly Valuation Roll Reconciliations reports compiled by 30 June 2021	12 Monthly Valuation Roll Reconciliation reports compiled	APR POE File	3	3	Performance achieved as expected	3	Standard achievement	4	4	Standard achievement	flow. Responsibilities to PT within the FRP. Compliance in terms of valuation roll and the deeds register as well as public notices.
Implementation of Credit and Debt Collection Policy	Number of status reports on the implementation of the Credit & Debt Collection Policy	4 Status report on the implementation of the Credit & Debt Collection Policy by 30 June 2021	Achieved. 4 Status report on the implementation of the Credit & Debt Collection Policy compiled	APR POE File	3	3	The status report has improved and debt collection policy improved. Daily reconciliation of cash register with the cashbook. Incentive schemes for	3	Standard achievement	4	4	Standard achievement	Restraints on the CFO were brought to the attention of the Audit Committee on a quarterly basis

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KEY PERFORMANCE AREA		FINANCIAL VIABILITY AND MANAGEMENT					WEIGHTING = 96%					
COMPLETED BY INCUMBENT		KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	ANN NR	RATING (1-5)	MOTIVATION FOR RATING	RATING (1-5)	SUPERVISOR	MOTIVATION FOR RATING	RATING (1-5)	EVALUATION PANEL
PROGRAMMES AND/OR PROJECTS		Number of status reports on the implementation of Indigent Policy	4 Status reports on the implementation of Indigent Policy by 30 June 2021	Achieved. 4 Status reports on the implementation of Indigent Policy compiled	APR POE File	3	The indigen register has been improved and the number of indigent recipients improved. Notices were issued to encourage qualifying consumers to participate. 6 people per wards were appointed for the indigent registration to	4	4	Exceptional performance	4	In agreement with Supervisor scoring
							consumers affected by the COVID-19 pandemic was initiated					

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KEY PERFORMANCE AREA		FINANCIAL VIABILITY AND MANAGEMENT					WEIGHTING = 96%					
COMPLETED BY INCUMBENT		KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	ANN NR	RATING (1-5)	MOTIVATION FOR RATING	RATING (1-5)	SUPERVISOR	MOTIVATION FOR RATING	RATING (1-5)	EVALUATION PANEL
PROGRAMMES AND/OR PROJECTS							address the indigent register					
Supply Chain Implementation Reports	Number of Supply Chain Management Implementation Reports submitted to Council	4 Supply Chain Implementation Reports submitted to Council by 30 June 2021	Achieved. 4 Supply Chain Implementation Reports submitted to Council compiled	APR POE File	3	3	Turn around strategy and organisational development for the unit has been completed.	3	Standard achievement	4	4	Quarterly reporting made to Council and the Audit Committee for oversight purposes.
Conducting of Stock Counts	Number of Stock Counts conducted	2 Stock Counts & reconciliations conducted by 30 June 2021	Achieved. 2 Stock Counts & reconciliations conducted	APR POE File	3	4	Target over all stock items were accounted for, Stock levels have improved and re order level system has been integrated to the Munsoft financial system.	4	There is huge improvement in our stores and positive feedback received from AGSA.	4	4	In agreement with Supervisor scoring

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KEY PERFORMANCE AREA		FINANCIAL VIABILITY AND MANAGEMENT					WEIGHTING = 96%			
COMPLETED BY INCUMBENT							SUPERVISOR		EVALUATION PANEL	
PROGRAMMES AND/OR PROJECTS	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	ANN NR	RATING (1-5)	MOTIVATION FOR RATING	RATING (1-5)	MOTIVATION FOR RATING	RATING (1-5)	MOTIVATION FOR RATING
Implementation of Procurement Plans	Number of Procurement plan Implementation Reports submitted to Council	4 Procurement plan Reports submitted to Council by 30 June 2021	Procurement Plans for 2020/21 FY signed	APR POE File	3	Turn around strategy and organisational development for the unit has been completed. 90% of procurement below R200 thousand was awarded to local SMME'S.	4	The impact of integration between LED Planning, Community services and Finance contributed to the improvement.	4	The Cash flow Management Committee and the Budget Steering Committee monitors the implementation of the Procurement Plans
Construction of Data Centre	Number of Data Centres constructed at Sabie	1 Data Centre constructed at Sabie by 30 June 2021	Achieved. 1 Data Centre constructed at Sabie	APR POE File	3	The Data centre completed and fully operational	3	Standard achievement	4	Developed and maintained Computer modelling system to solve problems for the Municipality.
Licences & Software	Number of licences & softwares procured	8 Licences & 4 softwares procured by 30 June 2021	Achieved. 8 Licences & 4 softwares procured	APR POE File	3	All licences and software have been upgraded and compliant to	3	Standard achievement	4	Addressed impact new development added to the existing

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KEY PERFORMANCE AREA		FINANCIAL VIABILITY AND MANAGEMENT						WEIGHTING = 96%	
COMPLETED BY INCUMBENT		KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	ANN NR	RATING (1-5)	MOTIVATION FOR RATING	RATING (1-5)	MOTIVATION FOR RATING
PROGRAMMES AND/OR PROJECTS							ICT security policy.		infrastructure. Update infrastructure network.
Procurement of Hardwares	Number of Hardwares procured	25 Hardwares procured by 30 June 2021	Achieved	APR POE File	3	3	All Hardware procure and installed successfully.	3	Standard achievement
Network upgrade	% of ICT Network upgraded in all units	100% of ICT Network upgraded in all units by 30 June 2021	Achieved	APR POE File	3	3	Successfully upgraded the Network infrastructure in all units	3	Standard achievement
Desktop Support	% of ICT logged issues resolved	100% of ICT logged issues resolved by 30 June 2021	Achieved. 100% response on ICT logged issues reported	APR POE File	4	4	Turnaround time has been enhanced. The system down town times has improved.	4	Extra activities executed.

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KEY PERFORMANCE AREA		FINANCIAL VIABILITY AND MANAGEMENT					WEIGHTING = 96%		EVALUATION PANEL	
COMPLETED BY INCUMBENT		KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	ANN NR	RATING (1-5)	MOTIVATION FOR RATING	RATING (1-5)	MOTIVATION FOR RATING	
PROGRAMMES AND/OR PROJECTS	% of Network related issues resolved	100% on all repairs and maintenance of ICT Infrastructure	Achieved	APR POE File	3	All repairs and maintenance of ICT infrastructure successfully implemented	3	Standard achievement	4	Effective of the computerized systems and data can be retrieved. Policies are in place.
Maintenance of Asset Register	Number of physical asset verification reports compiled	8 Physical Verification Reports (4 Movables & 2 Infrastructure Reports) compiled by 30 June 2021	1 Physical asset verification Report (Infrastructure) outstanding	APR POE File	4	Asset register Unqualified by AGSA	4	Extra activities executed.	4	In agreement with Supervisor scoring
Asset Register Reconciliation	Number of monthly reconciliation reports compiled	12 Monthly reconciliation reports compiled by 30 June 2021	Achieved. Monthly reconciliation reports compiled	APR POE File	3	Asset register Unqualified by AGSA.	3	Standard achievement	5	This element is now unqualified by AGSA
Implementation of Financial Recovery Plan	Number of Progress reports on the implementation of Financial	4 Progress reports on the implementation of Financial Recovery Plan	Achieved. 4 Consolidated Progress reports on the implementation	APR POE File	3	Roll out of the check metres. Installation of metres. All policies	4	Exceptional performance	4	In agreement with Supervisor scoring

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KEY PERFORMANCE AREA		FINANCIAL VIABILITY AND MANAGEMENT					WEIGHTING = 96%		
COMPLETED BY INCUMBENT		KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	ANN NR	RATING (1 - 5)	MOTIVATION FOR RATING	RATING (1 - 5)	MOTIVATION FOR RATING
PROGRAMMES AND/OR PROJECTS	Recovery Plan		by 30 June 2021	of Financial Recovery Plan compiled			revised in line with legislation. Monthly reports submitted to PT and COGTA.		

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KEY PERFORMANCE AREA		GOOD GOVERNANCE & PUBLIC PARTICIPATION				WEIGHTING = 4%					
COMPLETED BY INCUMBENT		ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	ANN NR	RATING (1-5)	MOTIVATION FOR RATING	RATING (1-5)	SUPERVISOR	MOTIVATION FOR RATING	RATING (1-5)	EVALUATION PANEL
PROGRAMS AND/OR PROJECTS	KEY PERFORMANCE INDICATOR	ANNUAL TARGET	ACTUAL ANNUAL PERFORMANCE	ANN NR	RATING (1-5)	MOTIVATION FOR RATING	RATING (1-5)	SUPERVISOR	MOTIVATION FOR RATING	RATING (1-5)	EVALUATION PANEL
ICT Steering Committee Meetings	Number of ICT Steering Committee Meeting held	4 ICT Steering Committee Meetings held by 30 June 2021	1 ICT Steering Committee Meeting	APR POE File	3	Delays in the appointment of Chairperson. The delay was due to the fact that the advert was done twice without any success hence the non-sitting of the committee. EDM supported the municipality with the procurement of one server.	3	Standard achievement	In agreement with Supervisor scoring	3	

THE KEY PERFORMANCE AREAS WILL CONTRIBUTE 80% TO THE TOTAL SCORE OF THE INCUMBENT

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2.3 CORE COMPETENCY REQUIREMENTS

Rating by Employee and Supervisor of Core Competency Requirement (CCRs)

Details should be completed by the Employee and Supervisor with the aid of the relevant extract from the Regulations (2014)

INCUMBENT CORE COMPETENCY REQUIREMENT	WEIGHT (%)	MOTIVATION FOR RATING	ANN NR.	OWN RATING (1 - 5)	SUPERVISOR		EVALUATION PANEL	
					RATING (1 - 5)	MOTIVATION	RATING (1 - 5)	MOTIVATION
<i>Leading Competencies</i>								
Problem Solving and Analysis	10%	Good Problem Solving and Analysis skills	N/A	3	3	In agreement with incumbent's scoring	4	MM reconsiders
People Management	10%	Good interpersonal relations	N/A	3	3	In agreement with incumbent's scoring	4	MM reconsiders
Program and Project Management	10%	Has in depth knowledge of program and project management	N/A	4	4	In agreement with incumbent's scoring	4	In agreement with supervisor scoring
Financial Management	10%	Has the requisite competency	N/A	4	4	In agreement with incumbent's scoring	4	In agreement with supervisor scoring
Client Orientation and Customer Focus	10%	Has good customer care relations	N/A	3	3	In agreement with incumbent's scoring	4	MM reconsiders
<i>Core Competencies</i>								
Interpretation of and implementation within the	10%	Good understanding of legislation	N/A	3	3	In agreement with	4	MM reconsiders

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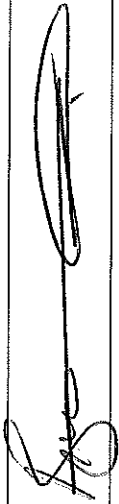
INCUMBENT				SUPERVISOR			EVALUATION PANEL	
CORE COMPETENCY REQUIREMENT	WEIGHT (%)	MOTIVATION FOR RATING	ANN NR.	OWN RATING (1-5)	RATING (1-5)	MOTIVATION	RATING (1-5)	MOTIVATION
legislative framework						incumbent's scoring		
Analysis and Innovation	10%	Good analytical skills	N/A	3	3	In agreement with incumbent's scoring	4	MM reconsiders
Knowledge and Information Management	10%	Has developed skills on knowledge and information management.	N/A	3	3	In agreement with incumbent's scoring	4	MM reconsiders
Communication	10%	Good communication skills	N/A	3	3	In agreement with incumbent's scoring	4	MM reconsiders
Results and Quality Focus	10%	Is results driven	N/A	3	3	In agreement with incumbent's scoring	4	MM reconsiders

THE CORE COMPETENCY REQUIREMENTS WILL CONTRIBUTE 20% TO THE TOTAL SCORE OF THE INCUMBENT

- Annexure A is the Assessment Rating Calculator Score which reflects the final score

2.4 ACKNOWLEDGEMENT OF RATING

The rates above were discussed between the incumbent and the Supervisor and were agreed upon.

INCUMBENT		ACCOUNTING OFFICER	
Name	Mzikawande Richard Mnisi	Name	Sphiwe Sinkey Matsi
Signature		Signature	
Signed on the _____ (day) <u>15th</u> _____ (month) <u>March</u> _____ (year) <u>2022</u>			
at(venue) _____			

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PART 4: FINAL SCORE

The final score is as per the attached Appraisal Rating Calculator Report

PART 5: DEVELOPMENT, TRAINING, COACHING, AND GUIDANCE NEEDED BY EMPLOYEE

To be completed by the Municipal Manager in consultation with the Section 56 Manager. Skills shortages identified needs to be addressed through the Workplace Skills Programme and should inform the Personal Development Plan of the employee.

1. Skills gaps identified through Performance Assessment to be addressed through Personal Development Plan
IT Advanced Excel training
2. Recommended Skills Development Intervention.

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PART 6: COMMENTS AND RECOMMENDATIONS

Municipal Manager
1. Recommendation : ~~Executive~~ Mayor as Supervisor

Signature: _____

Date: _____

2. Recommendation : Member of Mayoral Committee

Signature: _____

Date: _____

3. Comments : Chairperson of Evaluation Committee

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Signature:

Name: MR M SECKER

Date: 15 March 2022

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ANNEXURE A: ASSESSMENT RATING CALCULATOR

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ANNUAL PERFORMANCE APPRAISAL

Assessment Rating Calculator Score

Name: Mr. MR Mnisi

FY: 2020/21 Annual Assessment

KPA	Weight	Rating	Score	CCR	Weight	Rating	Score
Basic service delivery	0%	0	0	Problem Solving and Analysis	10%	4	0,4
LED	0%	0	0	People Management	10%	4	0,4
Financial Viability and Management	96%	4	3,84	Program and project management	10%	5	0,5
Good Governance and Public Participation	4%	3	0,12	Financial Management	10%	4	0,4
Municipal Institutional development and Transformation	0%	4	0	Client Orientation and Customer Focus	10%	4	0,4
Spatial Planning & Rationale	0%	0	0	Interpretation of and implementation within the legislative framework	10%	4	0,4
				Analysis and innovation	10%	4	0,4
				Knowledge and information management	10%	4	0,4
				Communication	10%		
				Results and quality focus	10%		
KPA weight	100%		132		100%		83,333
KPA SCORE			80%	CCR weight			20%
FINAL SCORE			106%	CCR SCORE			17%
							122%

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