

APPENDIX B

(To the Performance Agreement)

PERSONAL DEVELOPMENT PLAN (PDP)

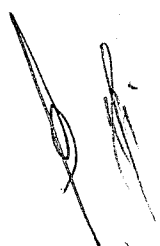
Made and entered into by and between:

**Sundays River Valley Municipality
As represented by the Municipal Manager
Mr Lonwabo Ronald Ngoqo**

And

Mr. H Sikweza

Period: 1 July 2015 to 30 June 2016



Training and Development

- Every employee is required to have a **Personal Development Plan (PDP)** that is used throughout the year.
- These plans form a key part of the skills development planning process.
- PDPs provide an opportunity for managers and employees to jointly identify training and development needs in order to improve job performance and to support individual development and succession planning.
- PDPs are not only used to increase the ability for a person to perform their current job but also to prepare a person for the next position they do.
- Suggested training or development activity should preferably be in line with the National Qualifications Framework to enable the trainee to obtain recognition towards a qualification.
- PDP does not just concern itself with formal training; other methods such as those shown below can also be improved to build on existing skills:
 - (On-the-job-training; Mentoring; Study or reading; job rotation; involvement in a specific project or task)

MUNICIPAL COMPETENCY REGULATIONS

General Competency Levels of Senior Managers

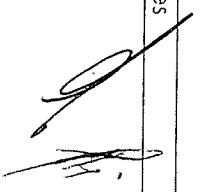
- The senior manager of a municipality must generally have the skills, experience and capacity to assume and fulfill the responsibilities and exercise the functions and powers assigned in terms of the Act
- A senior manager must meet the prescribed financial management competency levels.

Minimum competency levels for Senior Managers

- The senior manager must comply with the minimum competency levels required for higher education qualification, work related experience, core managerial and occupational competencies
- Must be competent in the standards prescribed for financial and supply chain management competency areas as set out below

MINIMUM COMPETENCY LEVEL FOR SENIOR MANAGERS

Description	All Municipalities	
Higher Education Qualification	At least NQF 6 level in fields related to area of work employed in.	
Work-related Experience	Minimum of 5 years at middle management level.	
Core Managerial and Occupational Competencies	As described in the performance regulations (CCRs)	
Financial and Supply Chain Management Competency Areas:	Required Minimum Competency Level in Unit Standards	
	SAGA US ID	UNIT STANDARD TITLE
Strategic Leadership and Management	116358	Contribute to the strategic planning process in a South African municipality
	116361	Interpret South African legislation and policy affecting municipal financial management
Operational financial management	116342	Apply approaches to managing municipal income and expenditure within a multi-year framework
	116362	Manage a municipality's assets and liabilities
	116345	Apply the principles of budgeting within a municipality
	119352	Apply principles of information systems to public finance and administration
	119341	Apply cost management information systems in the preparation of management reports
Governance, ethics and values in financial management	119331	Conduct working capital management activities in accordance with sound financial management policy
	116364	Plan a municipal budgeting and reporting cycle
	116343	Apply the principles of ethics in a municipal environment
Financial and performance reporting	116363	Prepare and analyse municipal financial reports
	119350	Apply accounting principles and procedures in the preparation of reports and decision making
	119348	Apply selected GRAP (Generally Recognised Accounting Practices) to periodic accounting reporting process
Risk and change management	116341	Conduct performance management to a South African municipal environment
	116339	Apply risk management in South African municipalities



Financial and Supply Chain Management Competency Areas:		Required Minimum Competency Level in Unit Standards		
	SQA US ID	UNIT STANDARD TITLE	Competent/ Non-competent	
Legislation, policy and implementation	119334	Discuss the selected legislative framework governing the public sector management and administration environment		
	116348	Conduct stakeholder consultation around municipal finance programmes		
Supply Chain Management	116353	Discuss the selected legislative regulatory framework governing the public sector management and administration environment		

PERSONAL DEVELOPMENT PLAN:								
Employee Name: Mr. H Sikweza								
JOB TITLE: Director Community Services								
Date of Entry	Skill required / performance gap	Outcomes Expected (what will I achieve)	Suggested Training and / or activity and mode of delivery	Suggested Time Frames/ completion date	Work Opportunity Created to Practice skills Development Area	Support Person	Signature of Employee and Manager	Comments at next Review
Jan 2016	Master's in Public Administration	Translation of political decisions into practical implementation	Part time study through NMMU	Dec 2018	On-the job training	Municipal Manager Lecturers	