



Mogale City

Local Municipality

PERFORMANCE MANAGEMENT AGREEMENT

ENTERED INTO BY AND BETWEEN:

MOGALE CITY LOCAL MUNICIPALITY

AS REPRESENTED BY THE

MUNICIPAL MANAGER:

MAKHOSANA MSEZANA

AND

ACTING CHIEF AUDIT EXECUTIVE

KHADIJA VAHED

THE EMPLOYEE OF THE MUNICIPALITY

FOR THE

FINANCIAL YEAR: 01 JULY 2022 TO 30 JUNE 2023

MA
SAC

SA

K

PERFORMANCE MANAGEMENT AGREEMENT

ENTERED INTO BY AND BETWEEN

MOGALE CITY LOCAL MUNICIPALITY herein represented by **Makhosana Msezana** as the **Municipal Manager** (hereinafter referred to as the Employer or Supervisor)

And

Khadija Vahed as the **Acting Chief Audit Executive: Internal Audit** (hereinafter referred to as the Employee).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- 1.1 The Employer has entered into a contract of employment with the Employee in Terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The Employer and the Employee are hereinafter referred to as the "the Parties".
- 1.2 The parties wish to ensure that they are clear about the goals to be achieved and secure the commitment of the Employee to a set of outcomes that will secure local government policy goals.
- 1.3 The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act, Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Manager, 2006 & Local Government: Competency Framework for Senior Managers, 2014.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to –

- 2.1 Comply with the Contract of Employment entered into between the parties;
- 2.2 Specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance expectations and accountabilities;
- 2.3 Specify accountabilities as set out in the Performance Management Plan (Annexure A);
- 2.4 Monitor and measure performance against set targeted outputs;

2022/2023 Performance Management Agreement entered into by and between the Municipal Manager:
Makhosana Msezana and Acting Chief Audit Executive: Khadija Vahed

Page 2

Handwritten signatures and initials at the bottom right of the page. There is a signature that appears to be 'KAC' and another set of initials 'AC'.

- 2.5 Use the Performance Management Agreement and Performance Management Plan as the basis for assessing whether the employee has met the performance expectations applicable to his job;
- 2.6 Appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance; and
- 2.7 Give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining equitable and improved service delivery.

3 COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on the **01 JULY 2022** and will remain in force until **30 JUNE 2023 or up and until the position is filled**; where after a new Performance Management Agreement, Performance Management Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof.
- 3.2 The parties will review the provisions of the Agreement during February each year. The parties will conclude a new Performance Management Agreement and Performance Management Plan that replaces this Agreement at least once a year by not later 31 July.
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason.
- 3.4 The content of this Agreement may be revised at any time during the above- mentioned period to determine the applicability of the matters agreed upon.
- 3.5 If at any time during the validity of this Agreement the work environment alters (whether as a result of government or council decisions or otherwise) to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised.

4 PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out-
 - 4.1.1 The performance objectives and targets that must be met by the Employee; and
 - 4.1.2 The time frames within which those performance objectives and targets must be met.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan and

2022/2023 Performance Management Agreement entered into by and between the Municipal Manager:
Makhosana Msezana and Acting Chief Audit Executive: Khadija Vahed

Page 3







the Budget of the Employer, and shall include key objectives; key performance indicators; target and weightings.

- 4.3 The key objectives describe the main tasks that need to be done. The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved. The target dates describe the timeframe within which the work must be achieved. The weightings show the relative importance of the key objectives to each other (section 26(6) of the Performance regulation 2006).
- 4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

5 PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer, management, and municipal staff of the Employer.
- 5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the Employer, management, and municipal staff to perform to the standards required.
- 5.3 The Employer will consult the Employee about the specific performance standards that will be included in the performance management system as applicable to the Employee.

6 THE EMPLOYEE AGREES TO PARTICIPATE IN THE PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM THAT THE EMPLOYER ADOPTS

- 6.1 The Employee undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the employee's responsibilities) within the local government framework.
- 6.2 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which shall be contained in the performance agreement.
- 6.2.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs) and the Competency Requirements (CRs)(Leading & Core Competencies) respectively.
- 6.2.2 Each area of assessment will be weighted and will contribute a specific part to the total score.



6.2.3 KPAs covering the main areas of work will account for 80 weighting and CRs will account for 20 weighting of the final assessment.

6.3 The Employee's assessment will be based on his/her performance in terms of the outputs/ outcomes (performance indicators) identified as per attached Performance Plan (Annexure A), which are linked to the KPA's, and will constitute 80 weighting of the overall assessment result as per the weightings agreed to between the employer and Employee:

Key Performance Areas (KPA's)	Weighting%
Good Governance and Public Participation	100%
TOTAL	100%

6.4 The Employee's assessment will be based on his/her performance in terms of the outputs/ outcomes (performance indicators) identified as per attached Performance Plan (Annexure A), which are linked to the KPA's, and will constitute 80 weighting of the overall assessment result as per the weightings agreed to between the employer and Employee.

The six (6) core competencies that act as drivers to ensure that the leading competencies are executed at an optimal level

LEADING COMPETENCY REQUIREMENTS		WEIGHTS %
Strategic Direction and Leadership	<ul style="list-style-type: none"> Impact and influence Institutional Performance Management Strategic Planning and Management Organizational Awareness 	10%
People Management & Empowerment	<ul style="list-style-type: none"> Human Capital Planning & Development Diversity Management Employee Relations Management Negotiation and Dispute Management 	20%
Program & Project Management	<ul style="list-style-type: none"> Program & Project Planning and Implementation Service Delivery Management Program & Project Monitoring & Evaluation 	10%
Financial Management	<ul style="list-style-type: none"> Budget Planning & Execution Financial Strategy & Delivery Financial Reporting & Monitoring 	20%
Change Leadership	<ul style="list-style-type: none"> Change Vision & Strategy Process Design & Improvement Change Impact Monitoring & Evaluation 	20%

LEADING COMPETENCY REQUIREMENTS		WEIGHTS %
Governance Leadership	<ul style="list-style-type: none">• Policy Formulation• Risk and Compliance Management• Cooperative Governance	20%
CORE COMPETENCIES		-
Moral Competence		
Planning and Organizing		
Analysis and Innovation		
Knowledge and Information Management		
Communication		
Result and Quality Focus		
TOTAL		100

7 EVALUATING PERFORMANCE

7.1 The Performance Management Plan (Annexure A) to this Agreement sets out-

7.1.1 The standards and procedures for evaluating the Employee's performance; and

7.1.2 The intervals for the evaluation of the Employee's performance.

7.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force.

7.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames.

7.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's IDP.

7.5 The annual performance appraisal will involve:

7.5.1 Assessment of the achievement of results as outlined in the performance Plan:

- Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and with due regard to the tasks that had to be performed under the KPA;
- An indicative rating on the five-point scale should be provided for each KPA;
- The applicable assessment rating calculator must then be used to add the scores and calculate a final KPA score.

7.5.2 Assessment of the CRs

- (a) Each CR should be assessed according to the extent to which the specified standards have been met;
- (b) An indicative rating on the five-point scale should be provided for each CR;
- (c) The applicable assessment rating calculator must then be used to add the scores and calculate a final CR score.

7.5.3 Overall rating

An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcome of the performance appraisal.

7.6 The assessment of the performance of the Employee will be based on the following rating scale for KPA's and CRs:

Overall Performance	Rating	Performance Score
Unacceptable Performance Performance does not meet the standard expected for the job. The employee has failed to demonstrate the commitment level expected in the job despite management efforts to encourage improvement.	1	59% and below
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.	2	60 – 69 %
Performance Fully Effective Performance fully meets the standards expected in all areas of the job	3	70 – 79 %
Performance Significantly Above Expectations / Exceptional Performance Performance is significantly higher than the standard expected in the job.	4	80 – 89 %

MV

BAL
K

Overall Performance	Rating	Performance Score
Outstanding Performance Performance far exceeds the standard expected of an employee at this level.	5	90 – 100 %

7.7 For purposes of evaluating the annual performance of managers directly accountable to the Municipal Manager, an evaluation panel constituted of the following persons must be established –

- i. Municipal Manager;
- ii. Chairperson of the Performance Audit Committee
- iii. Member of the Mayoral Committee; and
- iv. Municipal Manager from another Municipality/ or a technical expert of an equivalent position.

8 SCHEDULES FOR PERFORMANCE REVIEWS

8.1 The performance of each Employee in relation to his or her performance agreement shall be reviewed on the following dates with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

Quarter	Timeline	Date of the Review
First Quarter	July – September 2022	October 2022
Second Quarter	October – December 2022	January 2023
Third Quarter	January – March 2023	April 2023
Fourth Quarter	April – June 2023	n/a

8.2 The Employer shall keep a record of all formal and informal reviews, including the mid-year review and annual assessment meetings.

8.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance.

8.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure "A" from time to time for operational reasons. The Employee will be fully consulted before any such change is made.

MA

SAE
K

- 8.5 The Employer may amend the provisions of Annexure "A" whenever the performance management system is adopted, implemented and/or amended as the case may be. In that case the Employee will be fully consulted before any such change is made.

9 DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure B.

10. OBLIGATIONS OF THE EMPLOYER

10.1 The Employer shall:–

10.1.1 Create an enabling environment to facilitate effective performance by the Employee;

10.1.2 Provide access to skills development and capacity building opportunities;

10.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;

10.1.4 On the request of the Employee delegate such powers reasonably required by the Employee to enable him/ her to meet the performance objectives and targets established in terms of this Agreement; and

10.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time to assist him/her to meet the performance objectives and targets established in terms of this agreement.

11 CONSULTATION

11.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others –

11.1.1 A direct effect on the performance of any of the Employee's functions;

11.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and

11.1.3 A substantial financial effect on the Employer.

11.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 11.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

12. MANAGEMENT OF EVALUATION OUTCOMES

12.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.

12.2 A performance bonus of 5% to 14% of the inclusive annual remuneration package may be paid to the Employee in recognition of performance and the amount payable would be calculated on the following basis:

Performance Rating			Bonus Amount
1.	0% - 59%	Performance Unacceptable	0% of total package
2.	60% - 69%	Performance Not Fully Effective	
3.	70% - 79%	Performance Fully Effective	Remuneration Progression
4.	80% - 89%	Performance Significantly Above Expectations/ Exceptional Performance	<ul style="list-style-type: none">• Remuneration Progression• 5% - 9% of Total Package
5.	90% - 100%	Outstanding Performance	<ul style="list-style-type: none">• Remuneration Progression• 10% - 14% of total package

12.3 In the case of unacceptable performance, the Employer shall –

12.3.1 provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and

12.3.2 after appropriate counseling and having provided the necessary guidance and/ or support as well as reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the employee on grounds of unfitness or incapacity to carry out his or her duties.

13 DISPUTE RESOLUTION

13.1 Any disputes about the nature of the employee's performance agreement, whether it relates to key responsibilities, priorities, methods of assessment and/ or any other matter provide for, shall be mediated by –

13.1.1 The Executive Mayor within thirty (30) days of receipt of a formal dispute from the Employee; or

13.1.2 Any other person appointed by the Executive Mayor.

13.2 In the event that the mediation process contemplated above fails, clause 19.3 of the Contract of Employment shall apply.

14 GENERAL

MA

SAL
K

14.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer.

14.2 Nothing in this agreement diminished the obligations, duties or accountabilities of the Employee in terms of his/ her contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

This done and signed at Azaadville on this the 31st day of July 2022

AS WITNESSES:

1.  _____



ACTING CHIEF AUDIT EXECUTIVE

2.  _____

Thus done and signed at AZAADVILLE on this the 31 day of JULY 2022

AS WITNESSES:

1.  _____



MUNICIPAL MANAGER

2.  _____



Outcome 9: Responsive, accountable, effective and efficient local government system									
Building a professional, capable, citizen-focused public service (NDP Chapter 13)									
To ensure accountable governance within the municipality									
DEPARTMENT: OFFICE OF CHIEF AUDIT EXECUTIVE - 00									
GOOD GOVERNANCE AND PUBLIC PARTICIPATION 100%									
PLANNING LEVEL	WARDS TO BENEFIT	KEY PERFORMANCE INDICATOR	WEIGHTING	UNIT OF MEASURE	BASELINE	ANNUAL TARGET	QUARTER	PROGRAMME/PROJECT MILESTONE	INDIVIDUAL PERFORMANCE MEASUREMENT
Output	All wards	Time taken to submit the Internal audit plan to Audit Committee	5%	Turn around time	30-Jun	30-Jun-23	Q1	n/a	1=Internal audit plan not submitted to the Audit Committee
							Q2	n/a	2=Internal audit plan submitted to the Audit Committee after 30 June 2023
							Q3	n/a	3=Internal audit plan submitted to the Audit Committee by 30 June 2023
							Q4	30-Jun-23	4=Internal audit plan submitted to the Audit Committee by 29 June 2023
									5=Internal audit plan submitted to the Audit Committee by 28 June 2023
Output	All wards	No. of Audit Committee Performance Evaluation conducted	5%	Number	1	1	Q1	1	1=Audit Committee performance evaluation conducted by 31 December 2022
							Q2	N/A	2=Audit Committee performance evaluation conducted by 30 October 2022
							Q3	N/A	3=Audit Committee performance evaluation conducted by 30 September 2022
							Q4	N/A	4=Audit Committee performance evaluation conducted by 28 September 2022
									5=Audit Committee performance evaluation conducted by 26 September 2022

WAC

Output	All wards	No. of Audit Committee resolutions registers submitted to EXCO	10%	Number	4	4	Q1	1	Chief Audit Executive	1= Audit Committee resolution register submitted Zero times in a quarter to Exco
							Q2	1		1= Less than four (4) Audit Committee resolution registers submitted to Exco
							Q3	1		3= one (1) Audit Committee resolution register submitted per quarter to EXCO
							Q4	1		4= Two (2) Audit Committee resolution register submitted per quarter to EXCO
										5= Three (3) Audit Committee resolution register submitted per quarter to EXCO
PLANNING LEVEL	WARDS TO BENEFIT	KEY PERFORMANCE INDICATOR	WEIGHTING	UNIT OF MEASURE	BASELINE	ANNUAL TARGET	QUARTER	PROGRAMME/ PROJECT MILESTONE	RESPONSIBLE PERSON	PERFORMANCE MEASUREMENT
Output	All wards	% of Approved Internal Audit Plan implemented.	30%	%	99%	100%	Q1	100%	Chief Audit Executive	1=79% and below implementation of the approved Internal Audit Plan
							Q2	100%		2=80-89% implementation of the approved Internal Audit Plan
							Q3	100%		3=90-100% implementation of the approved Internal Audit Plan
							Q4	100%		4=100% implementation of the approved Internal Audit Plan by 29 June 2023
										5=100% implementation of the approved Internal Audit Plan by 28 June 2023
							Q1	1		reports submitted per quarter to EXCO on the Implementation of Action Plans (Internal Audit reports)

WMA (A) SAC

Output	All wards	No. of assessments submitted to EXCO on the implementation status of Action Plans (Internal Audit reports)	5%	Number	4	4	1	Chief Audit Executive	2=Two (2) assessment reports submitted per annum to EXCO on the implementation of Action Plans (Internal Audit Reports)
									3= One (1) Assessment Report submitted Once (1) per quarter to EXCO on the implementation of Action Plans (Internal Audit Reports)
									4= Two (2) Assessment Reports submitted per quarter to EXCO on the implementation of Action Plans (Internal Audit Reports)
									5= Three (3) Assessment Reports submitted per quarter to EXCO on the implementation of Action Plans (Internal Audit Reports)
Output	All wards	No. of assessments submitted to EXCO on the implementation status of Action Plans (Auditor General's report)	5%	Number	3	3	1	Chief Audit Executive	1= Zero (0) assessment reports submitted per quarter to EXCO on the implementation of Action Plans (Auditor General's report)
									2=Two (2) assessment reports submitted per annum to EXCO on the implementation of Action Plans (Auditor General's Report)
									3= One (1) Assessment Report submitted Once (1) per quarter to EXCO on the implementation of Action Plans (Auditor General's Report)
									4= Two (2) Assessment Reports submitted per quarter to EXCO on the implementation of Action Plans (Auditor General's Report)

mt SAC

Output	All wards	Anti- Corruption and Investigation Activities Plan 2022/23 FY	5%	Number	New KPI	1	Q2	-	Chief Audit Executive	2= Anti-Corruption and Investigation Activities Plan approved after the 1st quarter of 2022/2023
							Q3	-		3= Anti-Corruption and Investigation Activities Plan approved within the 1st quarter of 2022/2023 FY
								-		4= Anti-Corruption and Investigation Activities Plan approved by August 2022
							Q4	-		5= Anti-Corruption and Investigation Activities Plan approved by July 2022
Output	All wards	Number of Reports regarding Projects implemented in line with the Anti-Corruption and Investigation Activities Plan 2022/23 FY	15%	Number	New KPI	4	Q1	1	Chief Audit Executive	1= Zero (0) reports submitted per quarter to EXCO on the Implementation of the Anti-Corruption and Investigation Activities Plan
							Q2	1		2= Two (2) reports submitted per annum to EXCO on the Implementation of the Anti-Corruption and Investigation Activities Plan
							Q3	1		3= One (1) Report submitted per quarter to EXCO on the Implementation of the Anti-Corruption and Investigation Activities Plan
								1		4= Two (2) Reports submitted per quarter to EXCO on the Implementation of the Anti-Corruption and Investigation Activities Plan




W
SAC

CORE MANAGERIAL COMPETENCIES	WEIGHTING	KPI	PERFORMANCE MEASUREMENT	EVIDENCE
Strategic Direction and Leadership	5	% implementation of the Internal Audit plan.	1=59% and below implementation of the Internal Audit Plan	Progress report on the Implementation of the Internal Audit Plan
			2= 60-69 % implementation of the Internal Audit Plan	
			3= 70-79% implementation of the Internal Audit Plan.	
			4=80-89% implementation of the Internal Audit Plan	
			5=90-100% implementation of the Internal Audit Plan.	
	5	No. of Individual Performance Management Agreement signed with Manager Corporate Ethics by 31 August 2022	1= 2 Performance Management Agreements signed after the 30/09/2022	One (1) 2021/2022 Performance Management Agreements signed with Managers
			2=2 Performance Management Agreements signed after the 15/09/2022	
			3= 2 Performance Management Agreements signed by the 31/08/2022	
			4= 2 Performance Management Agreement signed by the 30/08/2022	
			5= 2 Performance Management Agreements signed by the 27/08/2022	
			1=PDPs developed by 30 November 2022	Proof on the submission of PDPs
			2=PDPs developed by 31 October 2022	

na


 SAC

People Management and Empowerment	20	Development of Personal Development Plans (PDPs) for Managers	3=PDPs developed by 30 September 2022	for Senior Managers to Learning and Development Sub-division for implementation
			4=PDPs developed by 25 September 2022	
Program and Project Management	10	Service Delivery Management	5=PDPs developed by 15 September 2022	SDBIP Quarterly Performance Reports from Monitoring and Evaluation Division
			1= 59% and below implementation of the SDBIP	
			2= 60-69% implementation of the SDBIP	
			3= 70-79% implementation of the SDBIP	
			4= 80-89% implementation of the SDBIP	
Financial Management	10	% Reduction of Unauthorized Irregular Fruitless (UIF) expenditure	5= 90-100% implementation of the SDBIP	Quarterly UIWFE report to Council
			1= 20% and more increase of UIF	
			2= 10% increase of UIF	
			3= 10% reduction of UIF	
			4= 20% reduction of UIF	
Change Leadership	10	% of funded capital budget spent at the end of financial year	5= 30% reduction of UIF	1 July 2022 to 30 June 2023 In year monitoring report
			1= 92% Spent	
			2= 94% Spent	
			3= 96% Spent	
			4= 98% Spent	
	10	% Change Management Plan Implementation	5= 100% Spent	Reviewed Audit Plan (reassignment of audits)
			1= 99% and below implementation	
			2=60-69 % Implementation	
			3=70-79 % Implementation	
			4=80-89 % Implementation	
	10	Communication to employees	5=90-100 %Implementation	Agenda and Attendance Register of departmental meetings and/or Teams meetings notes
			1= 2 meetings	
			2= 3 meetings	
			3= 4 meetings	
			4= 5 meetings	
			5= 6 meetings	Revised and Developed Policies
			1=59% and Below	
			2=60-69%	

Governance Leadership	10	Inputs/comments provided for Revision and/or Development of Policies	3=70-79% 4=80-89% 5=90-100%	vs Policies submitted to Council in the 2022/2023 financial year for Approval
	10	% Implementation of the Ethics Project plan and Anti-Corruption and Investigation Activities Plan Plan	1=0-59% and below implementation 2=60-69% implementation 3=70-79% implementation 4=80-89% implementation 5=90-100% implementation	Ethics Project Plan & Anti Corruption Plan
Total=100				

Signed and Accepted by the Chief Audit Executive

Khadija Vahed 

Date: 31 July 2022

Approved by the Municipal Manager

Makhosana Msezana 

Date: 31 July 2022


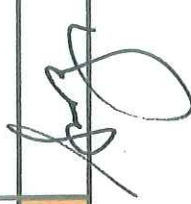
SURNAME	KHADIJA		NAME	VAHED	
POSITION	ACTING CHIEF AUDIT EXECUTIVE		REPORT TO	MUNICIPAL MANAGER	
SALARY LEVEL	3		SALARY BAND	1	
DEPARTMENT	INTERNAL AUDIT		FINANCIAL YEAR	2022/2023	
Competency area to be developed	Specific development objectives (what to achieve)	Competency indicators (evidence of development)	Development activities (self-study, on-the-job, formal-dates and cost)	Support required (e.g. coaching)	Development review and assessment (Individual, Expert Trainer & Coach)
	ICT Internal Auditor Learnership	Develop Competency in IT Auditing so that Internal Audit does not outsource IT Auditing. Audit implementation of the new ICT system	Pass the Assessment & Obtain the designation of ICT Internal Auditor NQF level to be confirmed	Budget for identified training	Institute of Internal Auditors South Africa




External Quality Assurance Review	Develop Competance to improve the quality of Internal Audit services offered	Periodic Self-Assessment Institute of Internal Auditors Accreditation	<input type="checkbox"/> On the Job (Periodic Self Assessment) <input type="checkbox"/> Join the Institute of Internal Auditors on formal Assessments to gain experiential training (over a 3 year period)	<input type="checkbox"/> Employer to provide time out of the planned activities to perform the self-assessment of IA Activity at MCLM <input type="checkbox"/> Employer to provide time out of planned activities to volunteer on joining Institute of Internal Auditors as part of the External Quality Assurance Assessment team to gain experience on external quality assurance reviews of another municipality or other organ of state/ government entity	Institute of Internal Auditors South Africa	
Change Management	<ul style="list-style-type: none"> • Change Vision & Strategy • Process Design & Improvement • Change Impact Monitoring & Evaluation 	Portfolio of evidence as required by the Training institution.	Short course NQF 6	Training through a service provider	Service provider to be appointed.	Trainer





Program and Project Management	<ul style="list-style-type: none"> • Program & Project Planning and Implementation • Service Delivery Management. • Program & Project Monitoring & Evaluation 	Portfolio of evidence as required by the Training institution.	Short course NQF 6	Training through a service provider	Service provider to be appointed.	Trainer
Financial Management	<ul style="list-style-type: none"> • mSCOA implementation aligned to the budgeting process. • Standard for Infrastructure Procurement and Delivery Management Procurement Policy implementation. 	Portfolio of evidence as required by the Training institution.	Short course NQF 6	Training through a service provider	Service provider to be appointed.	Trainer
EMPLOYEE SIGNATURE			MM's SIGNATURE		DATE	31-Jul-22

WZC  DAC