



PERFORMANCE CONTRACT

MADE AND ENTERED INTO BY AND BETWEEN

**THE NELSON MANDELA BAY METROPOLITAN MUNICIPALITY
AS REPRESENTED BY THE**

ACTING CITY MANAGER

AND

ACTING EXECUTIVE DIRECTOR: ELECTRICITY AND ENERGY

THE EMPLOYEE OF THE MUNICIPALITY

FOR THE

**FINANCIAL YEAR: 2026/27
(1 JULY 2026 - 30 JUNE 2027 SUBJECT TO MSA REGULATION
56(1)(c))**

PERFORMANCE CONTRACT:

This performance contract is divided into five sections:

- **Section A:** Performance Plan
- **Section B:** Competency Requirements
- **Section C:** Assessment Rating Calculator
- **Section D:** Personal Development Plan
- **Section E:** Signature Page

SECTION A.1. BACKGROUND

SECTION A.1. BACKGROUND									
KPI NO	LEVEL OF KPI	KPI PERFORMANCE ELEMENT (KPI)	KPI DESCRIPTION	KPI UNIT	KPI VALUE	KPI TOLERANCE	KPI RISK	KPI IMPACT	KPI RISK
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
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100	100	100	100	100	100	100	100	100	100

SECTION A.1. BACKGROUND

SECTION A - PERFORMANCE PLAN

SECTION A2(a) - COMPLIANCE INDICATORS

I herewith commit to ensure that the necessary reporting system(s) are put in place to report performance against the compliance indicators reflected under Section A2(a) of this contract, to the Office of the Chief Operating Officer on a quarterly basis, within 10 working days after the end of a quarter.

SDBIP COMPLIANCE INDICATOR REFERENCE	MFMA C88 REF	INDICATOR NO	COMPLIANCE INDICATOR	INDICATOR DEFINITION	PRESCRIBED FREQUENCY OF REPORTING	RECOMMENDED PORTFOLIO OF EVIDENCE	BASELINE PERFORMANCE OF 2024/25 (ANNUAL PERFORMANCE ESTIMATED)
29	C41 (GG)	1	Number of approved engineer posts in the municipality	The number of approved engineering posts. An engineer is a person who designs, builds, or maintains engines, machines, or structures. An approved job post refers to employment posts that have been developed in relation to the Municipal Structures Act of 1998 and the Municipal Finance Management Act of 2003, and has been approved by the Municipal Manager.	ANNUALLY	List of approved engineer posts in the municipality	2185
30	C42 (GG)	2	Number of registered engineers employed in approved posts	The number of registered engineers employed in approved posts. A Registered professional engineer is a person who is registered as a professional engineer with an official organising body. In South Africa, the statutory body for the engineering profession is the Engineering Council of South Africa (ECSA). An approved job post refers to employment posts that have been developed in relation to the Municipal Structures Act of 1998 and the Municipal Finance Management Act of 2003, and has been approved by the Municipal Manager.	QUARTERLY	List of registered engineers employed in approved posts	2
31	C43 (GG)	3	Number of engineers employed in approved posts	The number of engineers employed in approved posts. An engineer is a person who designs, builds, or maintains engines, machines, or structures with a formal qualification of a BScEng or BEng. An approved job post refers to employment posts that have been developed in relation to the Municipal Structures Act of 1998 and the Municipal Finance Management Act of 2003, and has been approved by the Municipal Manager.	QUARTERLY	List of engineers employed in approved posts	7
40	C57 (EE)	5	Number of registered electricity consumers with an embedded generation system	This number of registered municipal electricity consumers with an embedded generation electricity system. Electricity is a key source of revenue for a municipality and anyone who connects an embedded generation system or supplements their municipal electricity supply is obliged to register with the municipality in terms of Schedule 2 of the Electricity Regulation Act.	QUARTERLY	List of registered electricity consumers with an embedded generation system	0

SDBP COMPLIANCE	INDICATOR REFERENCE	MFMA C88 REF	INDICATOR NO	COMPLIANCE INDICATOR	INDICATOR DEFINITION	PREScribed FREQUENCY OF REPORTING	RECOMMENDED PORTFOLIO OF EVIDENCE	BASELINE (ANNUAL PERFORMANCE OF 2024/25 ESTIMATED)
41	C58 (EE)	6		Total non-technical electricity losses in MWh (estimate)	Total non-technical electricity losses in MWh. Electricity loss is a measure of unaccounted for energy. Non-technical electricity losses are caused by actions external to the power system and consist primarily of electricity theft, faulty or inaccurate meters, and errors in accounting and record-keeping. Therefore, by its very nature this indicator will rely on stated assumptions. Municipalities are to generate a measure of non-technical electricity losses in MWh on the basis of their existing procedures in terms of Standard Operating Procedures, while documenting the assumptions or parameters that inform such a measure.	QUARTERLY	Eskom Invoices Contour Reports Tariff analysis (Excel spreadsheet) Progress System - Monthly prepayment business consumer report Excel monthly Losses Report Municipal Sales report (PEM Sales)	565 591.774 MWh as at 30 June 2024
42	C59 (EE)	7		Number of municipal buildings that consume renewable energy	The number of municipal buildings consuming own renewable electricity or embedded generation. Renewable electricity is understood as renewable own generation and/or embedded generation within municipal buildings themselves. Embedded generation refers to the small-scale production of power connected within the electricity distribution network, located close to the place of consumption. Renewable own generation is electricity generation technology which harnesses a naturally existing energy flux, such as wind, sun, heat, or tides, and converts that flux to electricity for specific own supply, not for sale to customers. Where embedded generation supplies a complex of free-standing structures, all individual structures can be counted as buildings. This is inclusive of buildings leased by the municipality, as well as municipality-owned buildings.	ANNUALLY	TBD	1 (100 Kw South End Fire Station)
80	C99 (EE)	8		Number of electricity connection applications received	This indicator monitors / tracks the number of new electricity connection applications received by the municipality as an indicator of demand for municipal electricity supply within the municipal area.	QUARTERLY	Application forms	58
86	C105(EE)	9		Installed capacity of approved embedded generators on the municipal distribution network	The total capacity of the embedded generation installations in the municipal distribution network in mega-volt ampere.	ANNUALLY	Application Forms Certificate of Compliance Meter Installation Advice	5MW
88	C107(HS)			Number of additional high mast lights installed	The indicator tracks the number of additional high mast lights installed by the municipality. A high mast light refers to a tall lighting pole, typically in excess of 15 meters, to illuminate a large, outdoor area.	QUARTERLY	TBD	New KPI introduced in the 2026/27 financial year
89	C108(HS)			Number of additional street lights installed	The indicator tracks the number of additional street lights installed by the municipality. A street light refers to a lighting pole, typically between 4 to 12 meters, used to illuminate a public area.	ANNUALLY	TBD	New KPI introduced in the 2026/27 financial year

SECTION A - PERFORMANCE PLAN									
A2(b): DIRECTORATE OPERATIONAL INDICATORS									
I herewith commit to:- • Ensure that the key performance indicators reflected under Section A2(b) of this agreement, are expressed in sub-directorate performance scorecards; and • Ensure that performance against the key performance indicators reflected under Section A2(b) of this agreement, is reported to the Corporate Services Directorate within 10 working days after the end of the quarter.									
MFMA C88 OUTCOME	IDP MFMA C88 REF / MSA	SDBIP MFMA C88 REF / MSA REG REF	KEY PERFORMANCE AREA (KPA)	KPI NO	KEY PERFORMANCE INDICATOR	ANNUAL PERFORMANCE TARGET	RESOURCES ALLOCATED FOR 2026/27 PERFORMANCE PLAN		
							VOTE NUMBER/ PROJECT ID	DESCRIPTION	TOTAL BUDGET ALLOCATED
EE4. Improved energy sustainability	N/A	N/A	KPA 1: BASIC SERVICE DELIVERY	1	Km of power lines refurbished	TBD	20200203	HV Line Refurbishment (66&132kV)	R6,000,000
							20240171	LV Line Refurbishment	R700,000
EE1. Improved access to electricity	N/A	N/A	KPA 1: BASIC SERVICE DELIVERY	2	Number of medium voltage electricity networks upgraded (improve existing capacity to enhance the quality of supply of electricity)	7 (North, Wells Estate, Korsten, Newton Park, Uitenhage, Mount Road, Despatch)	20240172	MV Line Refurbishment	R2,692,690
							20200113	Reinforcement of electricity network - North	R1,000,000
							20200115	Reinforcement of electricity network - Wells Estate	R1,000,000
							20200117	Reinforcement of electricity network - Korsten	R2,500,000
							20200119	Reinforcement of electricity network - Newton Park	R2,500,000
							20200120	Reinforcement of electricity network - Uitenhage	R2,000,000
							20200123	Reinforcement of electricity network - Mount Road	R3,270,000
							20200125	Reinforcement of electricity network - Despatch	R2,500,000

RESOURCES ALLOCATED FOR 2026/27 PERFORMANCE PLAN									
MFMA C88 OUTCOME	IDP MFMA C88 REF / MSA REG REF	SDBIP MFMA C88 REF / MSA REG REF	KEY PERFORMANCE AREA (KPA)	KPI NO	KEY PERFORMANCE INDICATOR	2026/27 ANNUAL PERFORMANCE TARGET	RESOURCES ALLOCATED FOR 2026/27 PERFORMANCE PLAN		
							VOTE NUMBER/ PROJECT ID	DESCRIPTION	TOTAL BUDGET ALLOCATED
							20200330	E&E - HV Circuit breakers replacement at major subs	R3,000,000
							20200332	E&E - Chelsea MV upgrade	2000000
							No direct budget linked to Key Performance Indicator measurement		
EE1. Improved access to electricity	N/A	N/A	KPA 1: BASIC SERVICE DELIVERY	3	Number of HV major substations with circuit breakers replacement	TBD	20200131	New/Replacement of Plant and Motor Vehicle	R2,000,000
EE1. Improved access to electricity	N/A	N/A	KPA 1: BASIC SERVICE DELIVERY	4	Number of MV substations upgraded	1	20200338	Public Lighting	R8,104,090
EE1. Improved access to electricity	N/A	N/A	KPA 1: BASIC SERVICE DELIVERY	5	Percentage energy demand provided from renewable energy sources	0.83%			
EE1. Improved access to electricity	N/A	N/A	KPA 4: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT	6	Number of fleet procured	TBD			
EE1. Improved access to electricity	N/A	N/A	KPA 1: BASIC SERVICE DELIVERY	7	Number of public lighting maintained within Nelson Mandela Bay	250			

SECTION B: COMPETENCY REQUIREMENTS

SECTION B1 - COMPETENCY FRAMEWORK

In the below Competency Framework, "core competencies" are competencies that cut across all levels of work in a municipality and enhance contextualised leadership that guarantees service delivery impact; and "leading competencies" means competencies that are required to develop clear institutional strategy, initiate, drive and implement programs to achieve long-term sustainable and measurable service delivery performance results.

This competency framework replaces regulation 26(8) of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, 2006.

A person appointed as a senior manager must have the competencies as set out in this framework.

The competency framework consists of six leading competencies which comprise of twenty (20) driving competencies that communicate what is expected for effective performance in local government.

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

There is no hierarchical connotation to the structure and all competencies are essential to the role of a senior manager to influence high performance. All competencies must therefore be considered as measurable and critical in assessing the level of a senior manager's performance.

The competency framework is underscored by four (4) achievement levels that act as benchmark and minimum requirements for other human capital interventions, which are, recruitment and selection, learning and development, succession planning, and promotion.

The competencies that appear in the competency framework are detailed as follows:-

SECTION B1 - COMPETENCY FRAMEWORK STRUCTURE

LEADING COMPETENCIES		DEFINITION	WEIGHTING	ACHIEVEMENT LEVELS AND INTERPRETATION OF RATING			
				BASIC	COMPETENT	ADVANCED	SUPERIOR
1	Strategic direction and leadership	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.	9%	SCORE OF 1 OR 2	3	4	5
	Impact and Influence			- Understand institutional and departmental strategic objectives, but lacks the ability to inspire others to achieve set mandate. - Describe how specific tasks link to institutional strategies but has limited influence in directing strategy. - Has basic understanding of institutional performance management, but lacks the ability to integrate systems into a collective whole. - Demonstrate a basic understanding of decision key makers.	- Give direction a team in the institution's strategic mandate and set objectives. - Has a positive impact and influence on the morale, engagement and participation of team members. - Develop actions plans to execute and guide strategy implementation. - Assist defining in performance measures to monitor the progress and effectiveness of the institution. - Displays an of awareness institutional structures and political factors. - Effectively communicate barriers of execution to relevant parties. - Provide guidance to all stakeholders in the achievement of the strategic mandate. - Understand the aim and objectives of the institution and relate it to own work.	- Evaluate all activities to determine value and alignment to strategic intent. - Display in-depth knowledge and understanding of strategic planning. - Align strategy and goals across all functional areas. - Actively define performance measures to monitor the progress and effectiveness of the institution. - Consistently challenge strategic plans to ensure relevance. - Understand institutional structures and political factors, and the consequences of actions. - Empower others to follow strategic direction and deal with complex situations. - Guide the institution through complex and ambiguous concern of. - Use understanding power relationships and dynamic tensions among key players to frame communications and develop strategies, positions and alliances.	- Structure and position the institution to local government priorities. - Actively use in-depth knowledge and understanding to develop and implement comprehensive and institutional framework. - Hold self accountable for strategy execution and results. - Provide impact and influence through building strategic maintaining relationships. - Create an environment that facilitates loyalty and innovation - Display a superior level of self discipline and integrity in actions. - Integrate various systems into a collective whole to optimise institutional performance management. - Uses understanding of competing interests to manoeuvre successfully to a win/win outcome.
	Institutional Performance Management						
	Strategic Planning and management						
	Organisational Awareness						

LEADING COMPETENCIES		DEFINITION	WEIGHTING	ACHIEVEMENT LEVELS AND INTERPRETATION OF RATING			
				BASIC	COMPETENT	ADVANCED	SUPERIOR
				SCORE OF 1 OR 2	3	4	5
2	People management	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives.	9%	- Participate in team goal setting and problem solving. - Interact and collaborate with people of diverse backgrounds. - Aware of guidelines for employee development, but requires support in implementing development initiatives.	- Seek opportunities to contribute and support the diverse nature of others and be aware of the benefits of a diverse approach. - Effectively delegate tasks and empower others to increase contribution and execute functions optimally. - Apply relevant employee legislation fairly and consistently. - Facilitate team goal setting and problem solving. - Effectively identify capacity requirements to fulfil the strategic mandate.	- Identify ineffective team and work processes and recommend remedial interventions. - Recognise and reward effective and desired behaviour. - Provide mentoring and guidance to others in order to increase personal effectiveness - Identify development and learning needs within the team work. - Build a conducive environment to sharing, innovation, ethical behaviour and professionalism. - Inspire culture of a performance excellence by giving positive and constructive feedback to the team. - Achieve agreement or consensus in adversarial environments. - Lead and unite diverse teams across divisions to achieve institutional objectives	- Develop and incorporate best practice people management processes, approaches and across the tools institution. - Foster a culture of discipline, responsibility and accountability. - Understand the impact of diversity performance in and actively incorporate a diversity strategy in the institution. - Develop comprehensive integrated strategies and approaches to human capital development and management. - Actively identify trends and predict capacity requirements to facilitate unified transition and performance management.
	Human capital Planning and development						
	Diversity Management						
	Employee Relations Management						
	Negotiation and Dispute Management						

LEADING COMPETENCIES		DEFINITION	WEIGHTING	ACHIEVEMENT LEVELS AND INTERPRETATION OF RATING				
				BASIC	COMPETENT	ADVANCED	SUPERIOR	
3	Program and Project Management	Able to understand program and project management methodology; manage, monitor and evaluate specific activities in order to deliver on set objectives.	9%	SCORE OF 1 OR 2	3	4	5	
	Project Planning and Implementation			- Initiate projects after approval from higher authorities. - Understand procedures of program and project management methodology, implications and stakeholder involvement. - Understand the rational of projects relation to the institution's strategic objectives. - Document and communicate factors and risk associated with own work. - Use results and approaches of successful project implementation as guide.	- Establish broad stakeholder involvement and communicate the project status and key milestones. - Define the roles and responsibilities of the project team create and clarify around expectations balance. - Find a between project deadline and the quality of deliverables. - Identify appropriate project resources to facilitate the effective completion of the deliverables. - Comply with statutory requirements and apply policies in a consistent manner. - Monitor progress and use of resources and make needed adjustments to timelines, steps, resource and allocation.	- Manage multiple programs and balance priorities conflicts and according to institutional goals. - Apply effective risk management strategies through impact assessment and resource requirements. - Modify project scope budget when and required without compromising the quality and objectives of the project - Involve top-level authorities and relevant stakeholders in seeking project buy in. - Identify and apply project contemporary management methodology - Influence and motivate project team deliver to exceptional results. - Monitor policy implementation and apply procedures to manage risks.	- Understand and conceptualise the long-term implications of desired project outcomes. - Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realise institutional objectives. - Consider and initiate projects that focus on achievement of the long-term objectives. - Influence people positions of authority to implement outcomes of projects. - Lead and direct translation of policy into workable actions plans. - Ensures that programs are monitored to track progress and optimal resource utilisation, and that adjustments are made as needed.	
	Service Delivery Management							
	Program and Project Monitoring and Evaluation							

ACHIEVEMENT LEVELS AND INTERPRETATION OF RATING							
BASIC		COMPETENT	ADVANCED	SUPERIOR			
SCORE OF 1 OR 2		3	4	5			
LEADING COMPETENCIES	4	Financial Management	Budget Planning and Execution	• Understand basic financial concepts and methods as they relate to institutional processes and activities. • Display awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systems. • Understand the importance of financial accountability. • Understand the importance of asset control.	• Exhibit knowledge of general financial concepts, planning, budgeting, and forecasting and how they interrelate. • Assess, identify and manage financial risks. • Assume a cost saving approach to financial management. • Prepare financial reports based on specified formats. • Consider and understand the financial implications of decisions and suggestions. • Ensure that delegation and instructions as required by National Treasury guidelines are reviewed and updated • Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against budget.	• Take active ownership of planning, budgeting, and forecast processes and provides credible answers to queries within own responsibility. • Prepare budgets that are aligned to the strategic objectives of the institution. • Address complex budgeting and financial management concerns. • Put systems and processes in place to enhance the quality and integrity of financial management practices. • Advise on policies and procedures regarding asset control. • Promote National Treasury's regulatory framework for Financial Management	• Develop planning tools to assist in evaluating and monitoring future expenditure trends. • Set budget frameworks for the institution. • Set strategic direction for the institution on expenditure and other financial processes. • Build and nurture partnerships to improve financial management and achieve financial savings. • Actively identify and implement new methods to improve asset control. • Display professionalism in dealing with financial data and processes.
			Financial Strategy Delivery				
			Financial Reporting and Delivery				

ACHIEVEMENT LEVELS AND INTERPRETATION OF RATING				
LEADING COMPETENCIES		DEFINITION	WEIGHTING	
5	Change Leadership	Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community.	9%	BASIC
				SCORE OF 1 OR 2
				COMPETENT
				ADVANCED
				SUPERIOR
	Change Vision and Strategy			3
	Process Design and Improvement			4
	Change Impact Monitoring and Evaluation			5

LEADING COMPETENCIES		DEFINITION	WEIGHTING	ACHIEVEMENT LEVELS AND INTERPRETATION OF RATING			
				BASIC	COMPETENT	ADVANCED	SUPERIOR
				SCORE OF 1 OR 2	3	4	5
6	Governance Leadership	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships.	9%	- Display a basic awareness of risk, compliance and governance factors but require guidance and development in implementing such requirements. - Understand the structure of cooperative government but requires guidance on fostering workable relationships between stakeholders. - Provide input into policy formulation.	- Display a thorough understanding of governance and risk and compliance factors to address these. - Demonstrate understanding of the techniques and processes for optimising risk taking decisions within the institution. - Actively drive policy formulation within the institution to ensure the achievement of objectives.	- Able to link risk initiatives into key institutional objectives and drivers. Identify, analyse and measure risk, create valid risk forecasts, and map risk profiles. - Apply risk control methodology and approaches to prevent and reduce risk that impede on the achievement of institutional objectives. - Demonstrate a thorough understanding of risk retention plans identify and implement comprehensive risk management systems and processes. - Implement and monitor the formulation of policies, identify and analyse constraints and challenges with implementation and provide recommendations for improvement.	- Demonstrate a high level of commitment in complying with governance requirements and implement governance and compliance strategy to ensure achievement of institutional objectives within the legislative framework. - Able to advise Local Government on risk management strategies, best practice interventions and compliance management. - Able to forge positive relationships on cooperative governance level to enhance the effectiveness of local government. - Able to shape, direct and drive the formulation of policies on a macro level.
		Policy Formulation					
		Risk and Compliance Management					
		Cooperative Governance					

ACHIEVEMENT LEVELS AND INTERPRETATION OF RATING					
CORE COMPETENCIES	WEIGHTING	BASIC			
		COMPETENT			
		ADVANCED			
7	Moral Competency	SCORE OF 1 OR 2			
		3			
		4			
7	Moral Competency	5			
		• Realise the impact of acting with integrity, but requires guidance and development in implementing principles. • Follow the basic rules and regulations of the institution. • Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent.			
		• Conduct self in alignment with the values of Local Government and the institution. • Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver. • Actively report fraudulent activity and corruption within local government. • Understand and honour the confidential nature of matters without seeking personal gain. • Able to deal with situations of conflict of interest promptly and in the best interest of local government.			
7	Moral Competency	• Identify, develop, and apply measures of self correction. • Able to gain trust and respect through aligning actions with commitments. • Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders. • Present values, beliefs and ideas that are congruent with the institution's rules and regulations. • Takes an active stance against corruption and dishonesty when noted. • Actively promote the value of the institution to internal and external stakeholders. • Able to work in unity with a team and not seek personal gain. • Apply universal moral principles consistently to achieve moral decisions.			
		• Create an environment conducive of moral practices. • Actively develop and implement measures to combat fraud and corruption. • Set integrity standards and shared accountability measures across the institution to support the objectives of local government. • Take responsibility for own actions and decisions, even if the consequences are unfavourable.			

ACHIEVEMENT LEVELS AND INTERPRETATION OF RATING					
CORE COMPETENCIES	WEIGHTING	BASIC			
		COMPETENT			
		ADVANCED			
8	9%	SCORE OF 1 OR 2			
		3			
		4			
Planning and Organising	9%	5			
		Focus on broad strategies and initiatives when developing plans and actions.			
		Able to project and forecast short, medium and long term requirements of the institution and local government.			
8	9%	Translate policy into relevant projects to facilitate the achievement of institutional objectives.			
		Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities, and assign appropriate resources for successful implementation.			
		Identify in advance required stages of projects to complete tasks and actions.			
8	9%	Schedule realistic timelines, objectives and milestones for tasks and projects.			
		Produce clear, detailed and comprehensive plans to achieve institutional objectives.			
		Identify possible risk factors and design and implement appropriate contingency plans.			
8	9%	Adapt plans in light of changing circumstances.			
		Prioritise tasks and projects according to their relevant urgency and importance.			

ACHIEVEMENT LEVELS AND INTERPRETATION OF RATING					
CORE COMPETENCIES	WEIGHTING	BASIC	COMPETENT	ADVANCED	SUPERIOR
		SCORE OF 1 OR 2	3	4	5
		9 Analysis and Innovation Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives.	7% • Understand the basic operation of analysis, but lack detail and thoroughness. • Able to balance independent analysis with requesting assistance from others. • Recommend new ways to perform tasks within own function. • Propose simple, remedial interventions that marginally challenge the status quo. • Listen to the ideas and perspective of others and explore opportunities to enhance such innovative thinking.	• Demonstrate logical problem solving techniques and approaches and provide rationale for recommendations. • Demonstrate objectivity, insight and thoroughness when analysing problems. • Able to break down complex problems into manageable parts and identify solutions. • Consult internal and external stakeholders on opportunities to improve processes and service delivery. • Clearly communicates the benefits of new opportunities and innovative solutions to stakeholders. • Continuously identify opportunities to enhance internal processes. • Identify and analyses opportunities conducive to innovation approaches and propose remedial intervention.	• Coaches team members on analytical and innovative approaches and techniques. • Engage with appropriate individuals in analysing and resolving complex problems. • Identify solutions in various area in the institution. • Formulate and implement new ideas throughout the institution. • Able to gain approval and buy in for proposed interventions from relevant stakeholders. • Identify trends and best practices in processes and service delivery and propose institutional application

ACHIEVEMENT LEVELS AND INTERPRETATION OF RATING						
CORE COMPETENCIES		WEIGHTING	BASIC	COMPETENT	ADVANCED	SUPERIOR
10	Knowledge and Information Management	7%	• Collect, categorise and track relevant information required for specific tasks and projects. • Analyse and interpret information to draw conclusions. • Seek new sources of information to increase knowledge base. • Regularly share information and knowledge with internal stakeholders and team members.	• Use appropriate information systems and technology to manage institutional knowledge and information. • Evaluate data from various sources and use information effectively to influence decisions and provide solutions. • Actively create mechanisms and structures for sharing of information. • Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency.	• Effectively predict future information requirements and systems. • Develop standards and processes to meet future knowledge management needs. • Share and promote best practice knowledge management across various institutions. • Establish accurate measures and monitoring systems for knowledge and information management. • Create a culture conducive of learning and knowledge sharing. • Hold regular knowledge and information sharing sessions to elicit new ideas and share best practice approaches.	• Create and support a vision and culture where team members are empowered to seek, gain and share knowledge. • Establish partnerships across local government to facilitate knowledge management. • Demonstrate a mature approach to knowledge and information sharing with an abundance and assistance approach. • Recognise and exploit knowledge points in interactions with internal and external stakeholders.

CORE COMPETENCIES		WEIGHTING	ACHIEVEMENT LEVELS AND INTERPRETATION OF RATING				
			BASIC	COMPETENT	ADVANCED	SUPERIOR	
			SCORE OF 1 OR 2	3	4	5	
11	Communication	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome.	8%	• Demonstrate an understanding for communication levers and tools, but appropriate for the audience, but requires guidance in utilising such tools. • Express ideas in a clear and focused manner, but does not always take the needs of the audience into consideration. • Disseminate and convey information and knowledge adequately.	• Express ideas to individuals and groups in formal and informal settings in a manner that is interesting and motivating. • Able to understand, tolerate and appreciate diverse perspectives, attitudes and beliefs. • Adapt communication content and style to suit the audience and facilitate optimal information transfer. • Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders. • Compile clear, focused, concise and well-structured written documents	• Effectively communicate high risk and sensitive matters to relevant stakeholders. • Develop a well defined communication strategy. • Balance political perspectives with institutional needs when communicating viewpoints on complex issues. • Able to effectively direct negotiations around complex matters and arrive at a win-win situation that promotes Batho Pele principles. • Market and promote the institution to external stakeholders and seek to enhance a positive image of the institution. • Able to communicate with the media with high levels of moral competence and discipline.	• Regarded as a specialist in negotiations and representing the institution. • Able to inspire and motivate others through positive communication that is impactful and relevant. • Creates an environment conducive to transparent and productive communication and critical and appreciative conversations. • Able to coordinate negotiations at different levels within local government and externally.

SECTION B2: MUNICIPAL COMPETENCY LEVEL (SENIOR MANAGERS OF MUNICIPALITIES)

B2.1 General competency levels for senior managers-

(1) A senior manager of a municipality must generally have the skills, experience and capacity to assume and fulfil the responsibilities and exercise the functions and powers assigned in terms of the Act to that senior manager.

(2) A senior manager must note that any failure to comply with any financial management responsibilities, functions and powers entrusted to that senior manager may constitute financial misconduct.

B2.2 Minimum competency levels for senior managers-

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

MINIMUM COMPETENCY LEVELS FOR SENIOR MANAGERS			
Description	All municipalities with annual budget of a value equal to or above R500 million		
Higher Education Qualification	At least NQF Level 7 in a field relevant to the senior management position		
Work-Related Experience	Minimum of 7 years at senior and middle management level, of which at least 2 years must be at senior management level		
Core Managerial and Occupational Competencies	As described in the performance regulations (2014)		
Financial and Supply Chain management Competency Areas:	Required Minimum Competency Level in Unit Standards		
	SAQA US ID	UNIT STANDARD TITLE	Competent/ Not yet Competent
Strategic leadership and management	116358	Contribute to the strategic planning process in a South African municipality	Not yet competent
	116361	Interpret South African legislation and policy affecting municipal financial management	Not yet competent
Operational financial management	119341	Apply cost management information systems in the preparation of management reports	Not yet competent
	119331	Conduct working capital management activities in accordance with sound financial management policy	Not yet competent
	116364	Plan a municipal budgeting and reporting cycle	Not yet competent
Governance, ethics and values in	116343	Apply the principles of ethics in a municipal environment	Not yet competent
Financial and performance reporting	116363	Prepare and analyse municipal financial reports	Not yet competent
	119350	Apply accounting principles and procedures in the preparation of reports and decision making	Not yet competent
	119348	Apply selected GRAP (Generally Recognised Accounting Practices) to periodic accounting reporting process	Not yet competent
	116341	Conduct performance management to a South African municipal environment	Not yet competent
Risk and change management	116339	Apply risk management in South African municipalities	Not yet competent
Project management	119343	Apply operations research principles and tools in the management of project activities and resources	Not yet competent
Legislation, policy and implementation	119334	Discuss the selected legislative regulatory framework governing the public sector management and administration environment	Not yet competent
	116361	Interpret South African legislation and policy affecting municipal financial management	Not yet competent
Supply Chain Management	116353	Discuss the selected legislative regulatory framework governing the public sector management and administration environment	Not yet competent
Audit and assurance	116351	Conduct auditing planning and implementation in a South African municipality	Not yet competent

SECTION C: ASSESSMENT RATING CALCULATOR

NELSON MANDELA BAY MUNICIPALITY

Name:

Cycle: 2026/27 Financial year

2020/21 Financial year								
Key Performance Area	Weight	Rating	Score		Competencies	Weight	Rating	Score
1	50%		0		1	9%		0
2	15%		0		2	9%		0
3	5%		0		3	9%		0
4	15%		0		4	8%		0
5	15%		0		5	9%		0
					6	9%		0
					7	9%		0
					8	9%		0
					9	7%		0
					10	7%		0
					11	8%		0
					12	7%		0
	100%		0			100%		0

KPA weight	80%	Competency weight	20%
KPA SCORE	0%	COMPETENCY SCORE	0%
FINAL SCORE			0%

(a) Performance Calculations and Ratings

At the end of each performance review cycle, the employee will be assessed in terms of the required targets reflected on his / her respective performance plan. The following elements are essential in determining performance levels:

(b) Performance Weighting

Weightings allow emphasis to be placed on KPAs and key objectives that carry more importance and/or take more time. Every KPA in the performance agreement or plan must be assigned a weighting. The total of the weightings on each of the two components of the performance plan must add up to 100.

The purpose of the weighting is to enable Council to ensure performance of the key objectives with the highest strategic importance, and to reward outstanding performance accordingly.

(c) Performance Rating

The rating can be defined as the level of achievement of the targets set for a specific key performance area. The Nelson Mandela Bay Municipality uses the five-point system for rating performance, as contained in the performance agreement (see Clause 7.6).

(d) Score

The score represents the product of the average rates of all the targets for each key performance indicator, and the weight for the respective key performance area; e.g. if the average rate is 3 and the weighting is 15, then the weighted score = 3×15 , which equals 45.

(e) Total Weighted Score and Performance Percentage

The total score is the sum of the weighted scores for all the key performance areas and competency requirements for a specific position. Therefore by adding all the weighted scores, one arrives at a figure representing the total weighted score.

SECTION E

I, _____, appointed in an acting capacity on _____, to the position of Acting Executive Director: Electricity and Energy of Nelson Mandela Bay Municipality for the 2026/27 financial year, herewith accept full responsibility and accountability for the deliverables assigned to me in this agreement during the period in which I assume employment.

This serves to confirm that this document is a true reflection of the deliberations held between the City Manager and myself on the required performance standards and time-lines reflected in this agreement in relation to the position of Executive Director: Electricity and Energy.

This further serves to confirm that I will set out to achieve the competencies as prescribed in the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, 2014; and to adhere to the competencies as prescribed by the Municipal Regulations on Minimum Competency Levels, 2007 as stipulated in Section B of this contract.

This performance agreement will terminate on the same date my contract of employment terminates, for any reason.

Thus **done** and **signed** at PORT ELIZABETH on

ACTING EXECUTIVE DIRECTOR: ELECTRICITY AND ENERGY

DATE

AS WITNESSES

- 1. _____
- 2. _____

ACTING CITY MANAGER

DATE

AS WITNESSES:

- 1. _____
- 2. _____