



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: ROADS AND TRANSPORT

THE EMPLOYEE OF THE MUNICIPALITY

FOR THE

FINANCIAL YEAR: 2026/25

(1 JULY 2026 - 30 JUNE 2027 SUBJECT TO MSA REGULATION

56(1)(c))

TARGETS FOR QUARTER PER QUARTER (ACCUMULATIVE)										RESOURCES ALLOCATED FOR QUARTER PER QUARTER (ACCUMULATIVE)										RECOMMENDED PORTFOLIO OF EVIDENCE	TOTAL BUDGET ALLOCATED								
KEY PERFORMANCE INDICATOR		BASED ON (ANNUAL PERFORMANCE OF 2023 ESTIMATES)		2023 ANNUAL PERFORMANCE TARGET		1H1 QUARTER PLANNED TARGET (1 JULY 2023 - 31 DECEMBER 2023)		2H2 QUARTER PLANNED TARGET (1 JANUARY 2024 - 31 JUNE 2024)		3H3 QUARTER PLANNED TARGET (1 JULY 2024 - 31 DECEMBER 2024)		4H4 QUARTER PLANNED TARGET (1 JANUARY 2025 - 31 JUNE 2025)		WEEK NUMBER PROJECT ID		DESCRIPTION		1st Quarter Planned Budget in Table 6A, 2H and 3H		2nd Quarter Planned Budget in Table 6A, 2H and 3H		3rd Quarter Planned Budget in Table 6A, 2H and 3H		4th Quarter Planned Budget in Table 6A, 2H and 3H		TOTAL BUDGET ALLOCATED		RECOMMENDED PORTFOLIO OF EVIDENCE	TOTAL BUDGET ALLOCATED
1.1. Conducting a validated assessment of the program for the year		New KPI (Performance 2024/25)		Assessment conducted by December 2023		NA		NA		NA		NA		NA		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.2. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		50		100		150		200		250		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.3. Processing new vehicles		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.4. Number of traffic, cycling, walking, and e-scooter reported		New KPI (Performance 2024/25)		Assessment conducted by December 2023		30		60		90		120		150		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.5. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.6. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.7. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.8. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.9. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.10. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.11. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.12. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.13. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.14. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.15. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.16. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.17. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.18. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.19. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.20. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.21. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.22. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.23. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.24. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.25. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.26. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.27. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.28. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.29. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.30. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.31. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.32. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.33. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.34. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.35. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.36. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.37. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.38. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.39. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.40. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.41. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.42. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.43. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.44. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.45. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.46. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.47. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.48. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.49. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December 2023		40		80		120		160		200		New activities		R 100,000		R 200,000		R 300,000		R 400,000		R 1,000,000		Assessment report	R 1,000,000
1.50. Number of vehicles reported and released		New KPI (Performance 2024/25)		Assessment conducted by December																									

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SECTION A1: SCORING AIDS

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SECTION A - PERFORMANCE PLAN

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 (ANNUAL PERFORMANCE OF 2024/25 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
47	C64 (TR)	4	R-value of all direct municipal vehicle operational costs for public transport	The R-value of all direct municipal, and municipally-contracted, vehicle operational costs. Municipal vehicle operational costs refers to the costs off public transport vehicles that vary with vehicle usage, including fuel, tires, maintenance, repairs, and mileage-dependent depreciation costs. This is also inclusive of the staff and overhead operational costs. Municipality-contracted vehicles refer to fleets that are owned by private transport companies, but are operated by municipalities for public transport purposes. Any definitional clarification should be sought from the latest Division of Revenue Act as it relates to 'operational costs'.	QUARTERLY	Financial report	R40,210,539

SDBIP 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)
48	C65 (TR)	5	Total number of scheduled public transport access points	The total number of scheduled public transport access points that are the responsibility of municipalities, which include bus and BRT services. Scheduled public transport service is that which provides access to the scheduled public transport services mentioned above, with a minimum service frequency of 30 minutes during the workday morning peak.	QUARTERLY	List of all scheduled public transport access points	126 Stops in use on Phase 1A - Cleary Park
49	C66 (TR)	6	Number of weekday passenger trips on scheduled municipal bus services	The number of operationalised passenger trips on scheduled municipal bus services, based on fare collection or trip capture on the system, for all weekdays.	QUARTERLY	Schedule for weekday passenger trips on scheduled municipal bus services	801,542
89	C107(HS)	7	Number of KMs of additional stormwater drains installed	This indicator measures the length of stormwater drains in kilometres that have been installed by the municipality in addition to the previously existing infrastructure, over the reporting period. Stormwater is rainwater or melted snow that runs off streets, lawns and other sites. The indicator tracks the length of drainage installed by the municipality as part of stormwater management.	ANNUALLY	Progress report	New KPI introduced in the 2026/27 financial year

SECTION A2(b): DIRECTORATE OPERATIONAL INDICATORS

SECTION A2(b): DIRECTORATE OPERATIONAL INDICATORS

- Ensure that the key performance indicators reflected under Section A2(b) of this contract, are expressed in sub-directorate performance scorecards; and
- Ensure that performance against the key performance indicators reflected under Section A2(b) of this contract, is reported to the Corporate Services Directorate within 10 working days after the end of the quarter.

RESOURCES ALLOCATED FOR 2026/27 PERFORMANCE PLAN										
2026/27 ANNUAL PERFORMANCE TARGET					KEY PERFORMANCE INDICATOR	KPI NO	KEY PERFORMANCE AREA (KPA)	VOTE NUMBER/ PROJECT ID	DESCRIPTION	TOTAL BUDGET ALLOCATED
IDP MFMA C88 REF /	MSA REG REF	SDBP MFMA C88 REF /	MSA REG REF	64	1 Km of Bloemendal arterial constructed	1	KPA 1: BASIC SERVICE DELIVERY	20220169	Construction of Bloemendal Arterial	R10,000,000
N/A	N/A	N/A	N/A	N/A	Number of stormwater ponds aesthetically rehabilitated for flood detention	2	KPA 1: BASIC SERVICE DELIVERY	20200060	Rehabilitation of Stormwater Ponds	R2,000,000
N/A	N/A	N/A	N/A	N/A	Number of intersections improved	1	KPA 1: BASIC SERVICE DELIVERY	20200078	Intersection Improvements	R1,500,000
N/A	N/A	N/A	N/A	N/A	km of Old PE - Uitenhage Road reconstructed	1km	KPA 1: BASIC SERVICE DELIVERY	20220122	Roads - Reconstruction of Old PE - Uitenhage Road	R9,000,000
N/A	N/A	N/A	N/A	N/A	Number of circles tarred in New Brighton	15	KPA 1: BASIC SERVICE DELIVERY	20220117	Roads - Tarring of Circles - New Brighton	R8,000,000

SECTION B1 - COMPETENCY FRAMEWORK STRUCTURE

LEADING COMPETENCIES		DEFINITION	WEIGHTING	ACHIEVEMENT LEVELS AND INTERPRETATION OF RATING			
				BASIC	COMPETENT	ADVANCED	SUPERIOR
				SCORE OF 1 OR 2	3	4	5
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%	- 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 realising 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 in defining 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 and maintaining strategic 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.
	Impact and Influence						
	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 increase team contribution and responsibility. - Respect and support the diverse nature of others and be aware of the benefits of a diverse approach. - Effectively delegate tasks, empower and 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 environment conducive 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 performance
	Human capital Planning and development						
	Diversity Management						
	Employee Relations Management						
	Negotiation and Dispute Management						

LEADING COMPETENCIES		WEIGHTING	ACHIEVEMENT LEVELS AND INTERPRETATION OF RATING			
			BASIC	COMPETENT	ADVANCED	SUPERIOR
			SCORE OF 1 OR 2	3	4	5
3	Program and Project Management	9%	• Initiate projects after approval from higher authorities. • Understand procedures of program and project management 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 contemporary management methodology plans. • Influence and motivate project team deliver to exceptional results. • Monitor policy utilisation, 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 in authority to implement outcomes of projects. • Lead and direct translation of policy into workable actions • Ensures that programs are monitored to track progress and optimal resource utilisation, and that adjustments are made as needed.
	Program and Project Planning and Implementation					
	Service Delivery Management					
	Program and Project Monitoring and Evaluation					

LEADING COMPETENCIES		DEFINITION	WEIGHTING	ACHIEVEMENT LEVELS AND INTERPRETATION OF RATING			
				BASIC	COMPETENT	ADVANCED	SUPERIOR
				SCORE OF 1 OR 2	3	4	5
4	Financial Management	Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner.	8%	- 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 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.
	Budget Planning and Execution						
	Financial Strategy Delivery						
	Financial Reporting and Delivery						

LEADING COMPETENCIES		DEFINITION	WEIGHTING	ACHIEVEMENT LEVELS AND INTERPRETATION OF RATING			
				BASIC	COMPETENT	ADVANCED	SUPERIOR
				SCORE OF 1 OR 2	3	4	5
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%	- Displays an awareness of change and the benefits of transformation initiatives. - Identify basic need for change. - Identify gaps between the current and desired state. - Identify potential risk and challenges to transformation, including resistance to change factors. - Participate in change programs and piloting change interventions. - Understand the impact of change interventions on the institution within the broader scope of local government.	- Perform analysis of the impact on social, political and economic environment. - Maintain calm and focus during change. - Able to assist team members during change and keep them focused on deliverables. - Volunteer to lead change efforts outside of own work team. - Able to gain buy-in and approval for change from relevant stakeholders. - Identify change readiness levels and assist in resolving resistance to change factors. - Design change interventions that are aligned with the institution's strategic objectives and goals.	- Actively monitor change impact and results and convey progress to relevant stakeholders. - Secure buy-in and sponsorship for change initiatives. - Continuously evaluate change strategy and design and introduce new approaches to enhance the institution's effectiveness. - Build and nurture relationships with various stakeholders to establish strategic alliance in facilitating change. - Take the lead in impactful change programs. - Benchmark interventions against best change practices. - Understand the impact and psychology of change, and put remedial interventions in place to facilitate effective transformation. - Take calculated risk and seek new ideas from best practice scenarios, and identify potential for implementation.	- Sponsor change agents and create a network of change leaders who support the interventions. - Actively adapt current structures and processes to incorporate the change interventions. - Mentor and guide team members on the effects of change, resistance factors and how to integrate change. - Motivate and inspire others around change initiatives.
	Change Vision and Strategy						
	Process Design and Improvement						
	Change Impact Monitoring and Evaluation						

LEADING COMPETENCIES		DEFINITION	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 and implement plans 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 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 • 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					

CORE COMPETENCIES		WEIGHTING	ACHIEVEMENT LEVELS AND INTERPRETATION OF RATING				
			BASIC	COMPETENT	ADVANCED	SUPERIOR	
			SCORE OF 1 OR 2	3	4	5	
7	Moral Competency	Able to identify moral triggers, apply moral reasoning that promotes honesty and integrity and consistently display behaviour that reflects moral competence.	9%	• 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.	• 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.

CORE COMPETENCIES		WEIGHTING	ACHIEVEMENT LEVELS AND INTERPRETATION OF RATING				
			BASIC	COMPETENT	ADVANCED	SUPERIOR	
8	Planning and Organising	Able to plan, and prioritise information and resources effectively to ensure the quality of service delivery and build efficiency contingency plans to manage risk.	9%	SCORE OF 1 OR 2	3	4	5
				• Able to follow basic plans and organise tasks around set objectives. • Understand the process of planning and organising but requires guidance and development in providing detailed and comprehensive plans. • Able to follow existing plans and ensure that objectives are met. • Focus on short term objectives in developing plans and actions. • Arrange information and resources required for a task, but require further structure and organisation.	• Actively and appropriately organise information and resources required for a task. • Recognise the urgency and importance of tasks. • Balance short and long-term plans and goal and incorporate into the team's performance objectives. • Schedule tasks to ensure they are performed within budget and with efficient use of time and resources. • Measures progress and monitor performance results.	• Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities, and assign appropriate resources for successful implementation . • Identify in advance required stages and actions to complete tasks and projects. • 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. • Adapt plans in light of changing circumstances. • Prioritise tasks and projects according to their relevant urgency and importance.	• 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. • Translate policy into relevant projects to facilitate the achievement of institutional objectives.

CORE COMPETENCIES			ACHIEVEMENT LEVELS AND INTERPRETATION OF RATING			
			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 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	- Demonstrate complex analytical and problem solving approaches and techniques. - Create an environment conducive to analytical and fact-based problem solving. - Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrence. - Create an environment that fosters innovative thinking and follows a learning organisation approach. - Be a thought leader on innovative customer service delivery, and process optimisation. - Play an active role in sharing best practice solutions and engage in national and international local government seminars and conferences.

CORE COMPETENCIES		WEIGHTING	ACHIEVEMENT LEVELS AND INTERPRETATION OF RATING				
			BASIC	COMPETENT	ADVANCED	SUPERIOR	
			SCORE OF 1 OR 2	3	4	5	
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 intuitional 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 and knowledge management 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 for 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			
11	Communication	8%	• Demonstrate an understanding for communication levers and tools 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.

CORE COMPETENCIES		WEIGHTING	ACHIEVEMENT LEVELS AND INTERPRETATION OF RATING			
			BASIC	COMPETENT	ADVANCED	SUPERIOR
			SCORE OF 1 OR 2	3	4	5
12	Results and Quality Focus	7%	- Understand quality of work but requires guidance in attending to important matters. - Show a basic commitment to achieving the correct results. - Produce the minimum level of results required in the role. - Produce outcomes that is of a good standard. - Focus on the quantity of output but requires development in incorporating the quality of work. - Produce quality work in general circumstances, but fails to meet expectation when under pressure.	- Focus on high priority actions and does not become distracted by lower-priority activities. - Display firm commitment and pride in achieving the correct results. - Set quality standards and design processes and tasks around achieving set standards. - Produce output of high quality. - Able to balance the quantity and quality of results in order to achieve objectives. - Monitors progress, quality of work, and use of resources; provide status updates, and make adjustments as needed.	- Consistently verify own standards and outcomes to ensure quality output. - Focus on the end result and avoids being distracted. - Demonstrate a determined and committed approach to achieving results and quality standards. - Follow task and projects through to completion. - Set challenging goals and objectives to self and team and display commitment to achieving expectations. - Maintain a focus on quality outputs when placed under pressure - Establishing institutional systems for managing and assigning responsibilities, monitoring and measuring success, evaluating and valuing the work of the institution.	- Coach and guide others to exceed quality standards and results. - Develop challenging, client-focused goals and sets high standards for personal performance. - Commit to exceed the results and quality standards, monitor own performance and implement remedial interventions when required. - Work with team to set ambitious and challenging team goals, communicating long- and short term expectations. - Take appropriate risks to accomplish goals. - Overcome setbacks and adjust action plans to realise goals. - Focus people on critical activities that yield a high impact.
TOTAL PERCENTAGE		100%				

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

Key Performance Area	Weight	Rating	Score		Competencies	Weight	Rating	Score
1	48%				1	9%		
2	9%				2	9%		
3	8%				3	9%		
4	13%				4	8%		
5	22%				5	9%		
					6	9%		
					7	9%		
					8	9%		
					9	7%		
					10	7%		
					11	8%		
					12	7%		
	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 D: PERSONAL DEVELOPMENT / TRAINING PLAN FOR

MAN NO	DESIGNATION	FULL NAME (NOT INITIALS)	SURNAME	ID NUMBER	OCCUPATIONAL LEVEL	NUMBER	TYPE OF INTERVENTION REQUIRED (i.e. skills programme/ workshop/ learnership/ RPL/ trade test)	NAME OF COURSE	ACTUAL COURSE DATE			TRAINING PROVIDER ACCREDITATION NUMBER	TRAINING PROVIDER CONTACT DETAILS	IS THE TRAINING PROVIDER PUBLIC / PRIVATE	ESTIMATED COST OF TRAINING
									START DATE	END DATE	NQF LEVEL (IF APPLICABLE)				
	Acting Executive Director: Roads and Transport				Managers	1									
						2									
						3									
						4									
The PDP will be populated, if necessary, during the 2026/27 quarterly performance reviews.															
ACTING EXECUTIVE DIRECTOR: ROADS AND TRANSPORT															
ACTING CITY MANAGER															

SECTION E

I,, appointed in an acting capacity on, to the position of Acting Executive Director Infrastructure and Engineering (RT) 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 contract 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 contract in relation to the position of Executive Director: Roads and Transport.

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 contract 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: ROADS AND TRANSPORT

DATE:

AS WITNESSES

1. _____

2. _____

ACTING CITY MANAGER

DATE:

AS WITNESSES:

1. _____

2. _____