

Handwritten notes: "W. Z. M.", "MS", "N. S.", and a signature.

(1 JULY 2023 - 30 JUNE 2024)

FOR THE FINANCIAL YEAR: 2023/24

FOR THE

THE EMPLOYEE OF THE MUNICIPALITY

MS NOSIPHO XHEGO

THE EXECUTIVE DIRECTOR: CORPORATE SERVICES

AND

CITY MANAGER

AS REPRESENTED BY

THE NELSON MANDELA BAY METROPOLITAN MUNICIPALITY

MADE AND ENTERED INTO BY AND BETWEEN

PERFORMANCE AGREEMENT



SECTION A: NOSIPHO XHEGO

PREAMBLE

The performance agreement is divided into six sections:

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

1. PARTIES

The parties to this Agreement are:

- 1.1 The Nelson Mandela Bay Metropolitan Municipality ("the Employer").
- 1.2 NOSIPHO XHEGO of the Employer ("the Employee").

2. INTRODUCTION

2.1 The Employer has entered into a contract of employment with the Employee in terms of Section 57(1) (a) of the Local Government: Municipal Systems Act, No. 32 of 2000 ("the Systems Act"). The Employer and the Employee together are hereinafter referred to as the "Parties".

2.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude an annual performance agreement.

2.3 The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will achieve local government policy goals.

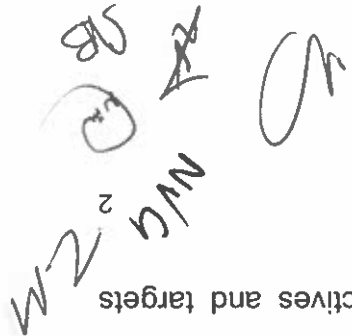
2.4 The parties wish to ensure full compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

3. PURPOSE OF AGREEMENT


The purpose of this Agreement is to -

3.1 comply with the provisions of Section 57(1) (b), (4A), (4B) and (5) of the Systems Act, as well as with the employment contract entered into between the parties;

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- 3.2 specify objectives and targets defined and agreed with the Employee and to communicate to the Employee the Employer's expectations regarding his performance and accountabilities in alignment with the Integrated Development Plan (IDP), the Service Delivery and Budget Implementation Plan (SDBIP), as well as the Budget of the Municipality;
- 3.3 specify accountabilities as set out in a Performance Plan, which constitutes Section B of this Performance Agreement;
- 3.4 monitor and measure performance against set targeted outputs;
- 3.5 use this Performance Agreement as the basis for assessing whether the Employee has met the performance expectations applicable to his position;
- 3.6 appropriately reward the Employee in the event of outstanding performance; and
- 3.7 give effect to the Employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery.
- 4. **COMMENCEMENT AND DURATION**
- 4.1 This Agreement shall commence on 01 July 2023 and shall remain in force until 30 June 2024. Upon the expiry of this Performance Agreement and in the event that the employee is still in the service of the Municipality, a new Performance Agreement shall be concluded between the parties.
- 4.2 This Agreement will terminate on the termination of the Employee's contract of employment, for any reason.
- 4.3 The content of this Agreement may be revised at any time during the above-mentioned period, to determine the applicability of the matters agreed upon.
- 4.4 If at any time during the validity of this Agreement the work environment alters (whether as a result of Government or Council decisions, or otherwise) to the extent that the content of this Agreement is no longer appropriate, the content must be revised immediately.
- 5. **PERFORMANCE OBJECTIVES**
- 5.1 The Performance Plan (Section B) sets out –
 - 5.1.1 the performance objectives and targets that must be met by the Employee; and
 - 5.1.2 the timeframes within which those performance objectives and targets must be met.

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- 5.2 The performance objectives and targets reflected in Section B are set by the Employer in consultation with the Employee and based on the Integrated Development Plan (IDP), the Service Delivery and Budget Implementation Plan (SDBIP), as well as the Budget of the Employer, and shall include key objectives, key performance indicators, target dates and weightings.
- 5.2.1 The Key Performance Areas (KPA's) describe the key functional areas of responsibility.
- 5.2.2 The key objectives describe the main tasks that need to be done:
- 5.2.3 The key performance indicators (KPI) provide the details of the evidence that must be provided to show that a key objective has been achieved.
- 5.2.4 The target dates describe the timeframe in which the work must be achieved.
- 5.2.5 The weightings indicate the relative importance of the key objectives to each other.
- 5.3 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's IDP.
- 6. **PERFORMANCE MANAGEMENT SYSTEM**
- 6.1 The Employee agrees to participate in the Performance Management System that the Employer adopts or introduces for the Municipality.
- 6.2 The Employee accepts that the purpose of the Performance Management System will be to provide a comprehensive system of specific performance standards to assist the Employer, management and municipal staff to perform to the standards required.
- 6.3 The Employer will consult the Employee about the specific performance standards that will be included in the Performance Management System, as applicable to the Employee.
- 6.4 The Employee undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the Employee's responsibilities) within the local government framework.
- 6.5 The criteria, upon which the performance of the Employee must be assessed, shall consist of two components, both of which must be contained in the Performance Agreement.

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6.7 The following Competency Framework Structure, which is critical to the employee's specific job, shall make up the other 20% of the Employee's assessment score and must be considered with due regard to the proficiency level agreed to.

TOTAL PERCENTAGE		100%
NO	Key Performance Areas (KPAs)	Weighting
1	KPA 1: Basic Service Delivery	8%
2	KPA 2: Municipal Institutional Development and Transformation	48%
3	KPA 3: Local Economic Development	8%
4	KPA 4: Municipal Financial Viability and Management	4%
5	KPA 5: Good Governance and Public Participation	32%

6.6 The Employee's performance assessment shall be based on performance in terms of the outputs/outcomes (key performance indicators) identified as per the attached Performance Plan (Section B), which are linked to KPAs, which constitute 80% of the overall assessment result as per the following weightings agreed to between the Employer and Employee:

- 6.5.1 The Employee must be assessed against both components, with a weighting of 80:20 respectively allocated to the KPAs and the Competency Requirements.
- 6.5.2 Each area of assessment will be weighted and shall contribute a specific part to the total score.
- 6.5.3 KPAs covering the main areas of work will account for 80%, while of the final assessment, the competencies outlined in the Competency Framework, will account for 20%.

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The employee will be reviewed on the following dates with the understanding that review in the third quarter may be verbal if performance is satisfactory:

7.1.1 the standards to be met by the Employee; and
 7.1.2 the intervals for the evaluation of the Employee's performance.

7.1 The Performance Plan (Section B) sets out –

7. EVALUATING PERFORMANCE

TOTAL PERCENTAGE		WEIGHTING
Results and Quality Focus	7%	7%
Communication	8%	8%
Knowledge and Information Management	7%	7%
Innovation	7%	7%
Planning and Organising	9%	9%
Moral Competency	9%	9%
CORE COMPETENCIES		WEIGHTING
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.		Cooperative Governance

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8.2 The Employer must keep a record of performance review meetings.

8.1 The Employer must conduct performance reviews on a quarterly basis during the financial year.

8. SCHEDULE FOR QUARTERLY PERFORMANCE REVIEWS

7.9 The Chief Operating Officer shall co-ordinate the performance management process including the evaluation, implementation and management of performance outcomes.

7.8 The Executive Director responsible for the human resources function of the Municipality must provide secretarial services to the evaluation panel.

- (a) Municipal Manager;
- (b) Chairperson of the Performance Audit Committee or the Audit Committee in the absence of a Performance Audit Committee;
- (c) Member of the Mayoral Committee; and
- (d) Municipal Manager from another Municipality.

7.7 For purposes of evaluating the performance of the **employee**, an evaluation panel constituted of the following persons must be established -

Level	Terminology	Description	Rating
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review/assessment indicates that the Employee has achieved below fully effective results against almost all of the performance criteria and indicators, as specified in the Performance Agreement and Performance Plan. The Employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job, despite management efforts to encourage improvement.	1 2 3 4 5
2	Performance not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the Employee has achieved below fully effective results against more than half the key performance criteria and indicators, as specified in the Performance Agreement and Performance Plan.	1 2 3 4 5

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10.1.3 have a substantial financial effect on the Employer.
 10.1.2 commit the Employee to implement or to give effect to a decision made by the Employer; and
 10.1.1 have a direct effect on the performance of any of the Employer's functions;
 10.1 The Employer agrees to consult the Employee timely where the exercising of the powers will, amongst others –

10. CONSULTATION

9.1.5 make available to the Employee such resources as the Employee may reasonably require from time to time to assist him in meeting the performance objectives and targets established in terms of this Agreement.
 9.1.4 at the request of the Employee delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement; and
 9.1.3 work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
 9.1.2 provide access to skills development and capacity building opportunities;
 9.1.1 create an enabling environment to facilitate effective performance by the employee;
 9.1 The Employer must –

9. OBLIGATIONS OF EMPLOYER

8.6 The Employer shall within a reasonable period after each quarter deliver to the Employee a written report setting forth the results of the relevant assessment.
 8.5 The Employer may amend the provisions of Section B whenever the performance management system is adopted, implemented and/or amended, as the case may be, in which case the Employee will be fully consulted before any such change is made.
 8.4 The Employer will be entitled to review and make reasonable changes to the provisions of Section B from time to time for operational reasons. The Employee will be fully consulted before any such change is made.
 8.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance.

12. DISPUTE RESOLUTION

12.1 If the Parties are in dispute, they will use their best endeavours to resolve the dispute through mediation. In the event of the Parties being unable to resolve the dispute by way of mediation, then the dispute between the parties will be determined in accordance with the arbitration procedures detailed below.

12.2 Unless otherwise provided for in this agreement, any dispute between the Parties hereto (and which dispute has previously been submitted to mediation without resolution) in regard to—

12.2.1 The interpretation of; or

12.2.2 The effect of; or

12.2.3 The carrying out of; or

12.2.4 Any other matter arising directly or indirectly out of this Agreement; shall be submitted to, and decided by arbitration.

12.3 The arbitration will be held in Port Elizabeth informally, but otherwise under the provisions of the Arbitration Act 1965, as amended from time to time, or any act passed in substitution for it, it being the intention that the arbitration will as far as possible be held and concluded within twenty-one (21) days after it has been demanded. All parties are entitled to be represented at the arbitration.

12.4 The arbitrator shall be, if the matter in dispute is: -

12.4.1 Primarily an accounting matter, an independent chartered accountant of

not less than fifteen (15) years standing, practicing as a registered auditor,

agreed upon between the Parties;

12.4.2 Primarily a legal matter, a practicing attorney of not less than fifteen (15)

years' standing, or a Senior Counsel, agreed upon between the Parties;

12.4.3 Any other matter, an independent person agreed upon between the

Parties.

12.5 If the Parties cannot agree whether any matter in dispute falls under Clauses 12.4.1 or 12.4.2 within seven (7) days, then that dispute will be submitted for decision in terms of Clause 12.4.3 above within seven (7) days after the Parties have so failed to agree, so that the arbitration can be held and concluded as far as possible within the period of twenty-one (21) days referred to above.

12.6 If the Parties are agreed as to whether any matter in dispute falls under clauses 12.4.1 or 12.4.2 above, or should a determination be made in terms of Clause 12.4.3 above, but fail to agree on the appointment of an arbitrator, such failure to agree shall be referred to the most senior executive officer of the association representing the particular profession concerned, and in the case of Clause 12.4.3

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- 2.1 Provide democratic and accountable government for local communities.
- 2.2 Ensure the provision of services to communities in a sustainable manner.
- 2.3 Promote social and economic development.
- 2.4 Promote a safe and healthy environment.
- 2.5 Encourage the involvement of communities and community organizations in the matters of local government.

The following objectives of local government inform the Executive Director's performance against set performance indicators:

2. KEY RESPONSIBILITIES

This Performance Agreement defines Council's expectations of the Executive Director's performance, of which the Performance Plan is a part. Section 57(5) of the Municipal Systems Act provides that performance objectives and targets must be based on key performance indicators, as set in the Municipality's Integrated Development Plan (IDP) and must be reviewed annually.

1. PURPOSE

SECTION B: PERFORMANCE PLAN

13.3 The annual performance evaluation results of the Executive Director must be submitted to the MEC responsible for local government in the province as well as the national minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.

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

13.1 The contents of this agreement and the outcome of any review conducted in terms of Section B must be made available to the public by the Employer.

13. GENERAL

12.7 The decision of the arbitrator will be final and binding upon all the Parties and shall be carried into effect and may be made an order of any competent court, including any decision regarding the costs of the arbitration that the arbitrator shall be empowered to make.

above, to the President for the time being of the Law Society of the Cape for the appointment of arbitrator.

3. KEY PERFORMANCE AREAS

The following Key Performance Areas (KPAs) as outlined in the Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers (2006), Government Gazette No29089, inform the Integrated Development Plan, as well as the Competency Requirements outlined in Section C of this agreement:

- KPA 1: Basic Service Delivery
- KPA 2: Municipal Institutional Development and Transformation
- KPA 3: Local Economic Development
- KPA 4: Municipal Financial Viability and Management
- KPA 5: Good Governance and Public Participation

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MEASUREMENT	KEY PERFORMANCE AREA (KPA)	KEY PERFORMANCE ELEMENT (KPE)	KPI NO.	PERFORMANCE (AS A % OF TARGET)	BASELINE (AS A % OF TARGET)	2022 (AS A % OF TARGET)	1ST QUARTER PLANNED (1 JAN - 31 MAR)	2ND QUARTER PLANNED (1 APR - 30 JUN)	3RD QUARTER PLANNED (1 JUL - 31 SEP)	4TH QUARTER PLANNED (1 OCT - 31 DEC)	VOICE NUMBER / PROJECT ID	DESCRIPTION	1st Quarter Planned Budget (1st Jan - 31st Mar)	2nd Quarter Planned Budget (1st Apr - 30th Jun)	3rd Quarter Planned Budget (1st Jul - 31st Sep)	4th Quarter Planned Budget (1st Oct - 31st Dec)	TOTAL BUDGET ALLOCATED	PERCENTAGE OF BUDGET USED	RECORD USED INTERPRETATION OF SCALES	WEIGHTING
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TRIMESTRAL REPORTS

10	KPA 2 MUNICIPAL TRANSFORMATION AND DEVELOPMENT	ADMINISTRATION	10	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
9	KPA 2 MUNICIPAL TRANSFORMATION AND DEVELOPMENT	ADMINISTRATION	9	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
8	KPA 1 BASIC SERVICE DELIVERY	FACILITIES MANAGEMENT	8	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
7	KPA 2 MUNICIPAL TRANSFORMATION AND DEVELOPMENT	ADMINISTRATION	7	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
6	KPA 2 MUNICIPAL TRANSFORMATION AND DEVELOPMENT	ADMINISTRATION	6	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
5	KPA 2 MUNICIPAL TRANSFORMATION AND DEVELOPMENT	ADMINISTRATION	5	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
4	KPA 2 MUNICIPAL TRANSFORMATION AND DEVELOPMENT	ADMINISTRATION	4	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
3	KPA 2 MUNICIPAL TRANSFORMATION AND DEVELOPMENT	ADMINISTRATION	3	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
2	KPA 2 MUNICIPAL TRANSFORMATION AND DEVELOPMENT	ADMINISTRATION	2	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
1	KPA 2 MUNICIPAL TRANSFORMATION AND DEVELOPMENT	ADMINISTRATION	1	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%


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CORE COMPETENCIES		ACHIEVEMENT LEVELS AND INTERPRETATION OF RATING				
		BASIC	COMPETENT	ADVANCED	SUPERIOR	
WEIGHTING		SCORE OF 1 OR 2	3	4	5	
11	Communication	<p>8%</p> <p>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.</p>	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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 and different 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 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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.

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CORE COMPETENCIES		ACHIEVEMENT LEVELS AND INTERPRETATION OF RATING			
		BASIC	COMPETENT	ADVANCED	SUPERIOR
12	Results and Quality Focus Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives.	WEIGHTING 7% SCORE OF 1 OR 2	3	4	5
TOTAL PERCENTAGE		100%			


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

B1.1 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
SACA US ID	UNIT STANDARD TITLE
116358	Contribute to the strategic planning process in a South African municipality
116361	Interpret South African legislation and policy affecting municipal financial management
119341	Apply cost management information systems in the preparation of management reports
119331	Conduct working capital management activities in accordance with sound financial management policy
116364	Plan a municipal budgeting and reporting cycle
116343	Apply the principles of ethics in a municipal environment
116363	Prepare and analyse municipal financial reports
119350	Apply accounting principles and procedures in the preparation of reports and decision making
119348	Apply selected GRAP (Generally Recognised Accounting Practices) to periodic accounting reporting process
116341	Conduct performance management to a South African municipal environment
116339	Apply risk management in South African municipalities
119343	Apply operations research principles and tools in the management of project activities and resources
119334	Discuss the selected legislative regulatory framework governing the public sector management and administration environment
116361	Interpret South African legislation and policy affecting municipal financial management
116353	Discuss the selected legislative regulatory framework governing the public sector management and administration environment
116351	Conduct auditing planning and implementation in a South African municipality

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SECTION C

(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.

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SECTION D: PERSONAL DEVELOPMENT / TRAINING PLAN FOR MOSPHO XHEGO

MAN NO	DESIGNATION	FULL NAME (NOT INITIALS)	NAME SURNAME	ID NUMBER	OCCUPATIONAL LEVEL NUMBER	TYPE OF INTERVENTION REQUIRED (i.e. skills programme/workshop/mentorship/RPL/trade test)	COURSE NAME	START DATE	END DATE	NQF LEVEL (IF APPLICABLE)	SUB-DIVISION	TRAINING PROVIDER	TRAINING PROVIDER ACCREDITATION NUMBER	TRAINING PROVIDER CONTACT DETAILS	IS TRAINING PROVIDER PUBLIC/PRIVATE	THE ESTIMATED COST OF TRAINING
	Executive Director Corporate Services	Nosopho	Xhego		Managers											
					1	Skills Programme	116358 - Contribute to the strategic planning process in a South African municipality	TBD	TBD	Executive Management	TBD	TBD	TBD	TBD	TBD	TBD
					2	Skills Programme	116361 - Interpret South African legislation and policy affecting municipal financial management	TBD	TBD	Executive Management	TBD	TBD	TBD	TBD	TBD	TBD
					3	Skills Programme	116341 - Apply cost management information systems in the preparation of management reports	TBD	TBD	Executive Management	TBD	TBD	TBD	TBD	TBD	TBD
					4	Skills Programme	116331 - Conduct working capital management activities in accordance with sound financial management policy	TBD	TBD	Executive Management	TBD	TBD	TBD	TBD	TBD	TBD
					5	Skills Programme	116364 - Plan a municipal budgeting and reporting cycle	TBD	TBD	Executive Management	TBD	TBD	TBD	TBD	TBD	TBD
					6	Skills Programme	116343 - Apply the principles of ethics in a municipal environment	TBD	TBD	Executive Management	TBD	TBD	TBD	TBD	TBD	TBD
					7	Skills Programme	116363 - Prepare and analyse municipal financial reports	TBD	TBD	Executive Management	TBD	TBD	TBD	TBD	TBD	TBD
					8	Skills Programme	116350 - Apply accounting principles and procedures in the preparation of reports and decision making	TBD	TBD	Executive Management	TBD	TBD	TBD	TBD	TBD	TBD

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MAN NO	DESIGNATION	FULL NAME (NOT INITIALS)	NAME SURNAME	ID NUMBER	OCCUPATIONAL LEVEL NUMBER	TYPE INTERVENTION REQUIRED (i.e. skills programme/workshop/learnership/RPL/trade test)	OF NAME COURSE	OF ACTUAL COURSE DATE START DATE	OF ACTUAL COURSE DATE END DATE	NQF LEVEL (IF APPLICABLE)	SUB-DIRECTORATE/DIVISION	TRAINING PROVIDER	TRAINING PROVIDER ACCREDITATION NUMBER	TRAINING PROVIDER CONTACT DETAILS	IS TRAINING PROVIDER PUBLIC PRIVATE	THE ESTIMATED COST OF TRAINING
	Executive Director Corporate Services	Nosipho	Xhongo		9	Skills Programme	118348 -Apply TBD (Generally Recognised Accounting Practices) to periodic accounting reporting process	TBD	TBD	Executive Management	Executive Management	TBD	TBD	TBD	TBD	TBD
					10	Skills Programme	118341 -Conduct TBD performance management to a South African municipal environment	TBD	TBD	Executive Management	Executive Management	TBD	TBD	TBD	TBD	TBD
					11	Skills Programme	118338 -Apply/risk TBD management in South African municipalities	TBD	TBD	Executive Management	Executive Management	TBD	TBD	TBD	TBD	TBD
					12	Skills Programme	118343 -Apply TBD operations research principles and tools in the management of project activities and resources	TBD	TBD	Executive Management	Executive Management	TBD	TBD	TBD	TBD	TBD
					13	Skills Programme	118334 -Discuss TBD the legislative regulatory framework governing the public sector management and administration environment	TBD	TBD	Executive Management	Executive Management	TBD	TBD	TBD	TBD	TBD
					14	Skills Programme	118381 -Interpret TBD South African legislation and policy affecting municipal financial management	TBD	TBD	Executive Management	Executive Management	TBD	TBD	TBD	TBD	TBD


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MAN NO	DESIGNATION	FULL (NOT INITIALS)	NAME SURNAME	ID NUMBER	OCCUPATIONAL LEVEL NUMBER	TYPE INTERVENTION REQUIRED (i.e. skills programme/workshop/learnership/RPL/trade test)	OF NAME COURSE	OF ACTUAL COURSE DATE START DATE END DATE	NQF LEVEL (IF APPLICABLE)	SUB-DIRECTORATE/ DIVISION	TRAINING PROVIDER	TRAINING PROVIDER ACCREDITATION NUMBER	TRAINING PROVIDER CONTRACT DETAILS	IS TRAINING PROVIDER PUBLIC PRIVATE	THE ESTIMATED COST OF TRAINING
	Executive Director Corporate Services	Nosipho	Xhego		15	Skills Programme	116353 - Judicial the legislative regulatory framework governing the public sector management and administration	TBD	TBD	Executive Management	TBD	TBD	TBD	TBD	TBD
					16	Skills Programme	116351 - Conduct auditing planning and implementation in a South African municipality	TBD	TBD	Executive Management	TBD	TBD	TBD	TBD	TBD

MS N XHEGO
EXECUTIVE DIRECTOR: CORPORATE SERVICES

(Signature)

DATE: 27/07/2023

CITY MANAGER *(Signature)*

DATE: 31/07/2023

SECTION F

I, Nosipho Xhego, appointed in the position of Executive Director: Corporate Services of Nelson Mandela Bay Municipality for the 2023/24 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: Corporate Services.

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 C of this agreement.

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 27 July 2023.



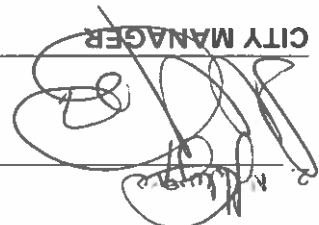
NOSIPHO XHEGO

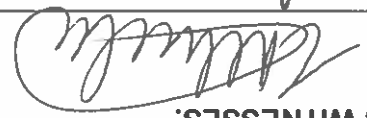
EXECUTIVE DIRECTOR: CORPORATE SERVICES

27 July 2023

DATE

1. AS WITNESSES


2. CITY MANAGER


1. AS WITNESSES


2. AS WITNESSES
