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**NORTHERN CAPE PROVINCIAL GOVERNMENT**

**PERFORMANCE AGREEMENT FOR SALARY LEVELS 1 - 12**

**VALIDITY OF THE AGREEMENT**: The agreement will be valid for the period of : -------------- to -------------

|  |  |
| --- | --- |
| **Employee's name** |  |
| **Persal number** |  |
| **Supervisor's name** |  |
| **Directorates name** |  |
| **Component** |  |
| **Performance cycle** |  |
| **Job title** |  |
| **Date of entry** |  |

*Please identify dates for half-yearly and annual performance assessments*

|  |  |
| --- | --- |
| **Mid-year Performance review & assessment date:** |  |
| **Annual Performance assessment date:** |  |

**Dispute resolution mechanism**

Disputes on the signing of PAs will be dealt with in terms of Regulation 72(4) (5) & (6) of the Public Service Regulations, 2016. Any disputes about the assessment, shall be mediated by a person agreed to by the Employee and the Supervisor.

**Name of Mediator:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature o*f Employee*** **Signature *of supervisor***

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Categories** | **Key Result Area** | | **Generic Assessment Factors** | **Weighting** |
| **Individual Performance** | 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| **KRAs Total Weighting** | | | | 100% |

Signature Employee :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor's Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Workplan FOR SALARY LEVELS 1 – 12**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Key Result Areas** | | **KEY Activities** *(List Key Activities For KRA)* | **WEIGHT %** *(Weight of KRA)* | **PERFORMANCE MEASURES** | |
| **TARGET** *(Target of KRA)* | **TARGET DATE** *(Target Date of Target)* |
| 1 | Eg. Develop HR Plans | 1. Conduct Research 2. Compile Pre-Doc 3. Review Plan 4. Publish Plan | 20 % | 4 Plans | Quarterly |
| 2 | Eg. Develop HRD Plans | 1. Conduct Research 2. Compile Pre-Doc 3. Review Plan 4. Publish Plan | 30 % | 2 Plans   * HRD Plan * Training Plan | Quarter 2  Quarter 4 |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal Developmental Plan FOR SALARY LEVELS 1 - 12**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Developmental Areas** | **Types of interventions (Mentoring/course/workshop/seminars** | **Target date** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor's Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_