



ALFRED NZO
DISTRICT MUNICIPALITY

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:
THE ALFRED NZO DISTRICT MUNICIPALITY
AS REPRESENTED BY THE MUNICIPAL MANAGER
MR ZAMILE H SIKHUNDLA
(Herein and after referred as Employer)
AND
MR SIMVUMILE MAMBAFULA
DIRECTOR CORPORATE SERVICES
(Herein and after referred as Employee)
IDENTITY NUMBER: 7103126063085

FOR THE FINANCIAL YEAR 2025/2026
OCTOBER 2025-30 JUNE 2026

Reflect: (PMDS) Performance Management and Development System
Local Government: Municipal Staff Regulations and Guidelines: Chapter 4
And DDM (District Development Model)

1. INTRODUCTION

- 1.1. The Employer, duly represented by **ZH Sikhundla** in his capacity as the **Municipal Manager** has entered into a permanent contract of employment with the Employee, **S. Mambafula** in terms of section 57(1) (a) of the Local Government: Municipal Systems Act 32 of 2000 (“the Systems Act”). The Employer and the Employee are hereinafter referred as “the Parties”.
- 1.2. 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.
- 1.3. 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 promote local government policy goals.
- 1.4. The Parties wish to ensure that there is compliance with Sections 57(4B) and 57(5) of the Systems Act.
- 1.5. In this Agreement, the followings terms will have the meaning ascribed thereto:
 - 1.5.1. “**this Agreement**” – means the performance agreement between the Employer and the employee and the Annexures thereto;
 - 1.5.2. “**the Municipal Manager**” – means the Municipal Manager of the Municipality appointed in terms of Section 54(A) of the Systems Act.
 - 1.5.3. “**the Employee**” means the person appointed in terms of Section 56 of the Systems Act.
 - 1.5.4. “**the Employer**” means Alfred Nzo District Municipality; and
 - 1.5.5. “**the Parties**” means the Employer and Employee
 - 1.5.6. “**DDM**” District Development Model

2. PURPOSE OF THE AGREEMENT

- 2.1. To comply with the provisions of Section 57(1)(b), (4B) and (5) of the Systems Act as well as Chapter 4 of Local Government: Municipal Staff Regulations, 2001 entered into between the Parties.
- 2.2. To specify objectives and targets established for the Employee and to communicate to the Employee the Employer’s expectations of the Employee’s performance targets and accountabilities.
- 2.3. To specify accountabilities as set out in the Performance Plan (**Annexure A**).
- 2.4. To monitor and measure performance against set targeted outputs and outcomes.
- 2.5. To establish a transparent and accountable working relationship.
- 2.6. To appropriately reward the employee in accordance with section 13 of this agreement.
And
- 2.7. To give effect to the Employer’s commitment to a performance-orientated relationship with the Employee in attaining improved service delivery.



3. COMMENCEMENT AND DURATION

- 3.1. A supervisor and staff member must enter into a performance agreement for each performance cycle of the municipality.
- 3.2. The Parties will conclude a new Performance Agreement that replaces this Agreement at least once a year by not later than 31st of July of the succeeding financial year.
- 3.3. This Agreement will terminate on the termination of the Employee's contract of employment for any reason; and
- 3.4. The content of this Agreement may be revised at any time during the abovementioned period to determine the current applicability of the matters previously agreed upon.

4. PERFORMANCE OBJECTIVES

- 4.1. The Performance Plan (Annexure A) sets out –
 - 4.1.1. The performance objectives and targets that must be met by the Employee.
 - 4.1.2. The time frames within which those performance objectives and targets must be met; and
 - 4.1.3. The core competency requirements (CCRs) as the management skills regarded as critical to the position held by the Employee.
- 4.2. The performance objectives and targets reflected in **Annexure A** are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include:
 - 4.2.1. Key objectives that describe the main tasks that need to be done.
 - 4.2.2. Key performance indicators (KPIs) that provide the details of the evidence that must be provided to show that a key objective has been achieved.
 - 4.2.3. Target dates that describe the timeframe in which the targets must be achieved; and
 - 4.2.4. Weightings showing the relative importance of the key objectives to each other.
- 4.3. The Personal Development Plan (PDP) sets out the Employee's personal development requirements in line with the objectives and targets of the Employer; and
- 4.4. The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

5. MANDATE OF THE EMPLOYER

5. JOB PURPOSE

This section describes the purpose of the **Director Corporate Services** job (overall focus) as it relates to the

Vision and Mission of the Department. Capture the overall accountability that the **Director Corporate Services** has in relation to her / his position.

- 5.1. Create an enabling environment to facilitate effective performance by the Employee.
- 5.2. Provide access to skills development and capacity building opportunities.
- 5.3. Work in collaboration with the employees to solve problems and generate solutions to common problems that may impact on the performance of the employees.
- 5.4. On request of the employee delegate such powers reasonably required to enable him or her to meet the performance objectives and targets established in this agreement.
- 5.5. Make available to the employee such resources as the employee may require from time to time assisting the employee to meet the performance objectives and targets established this agreement.

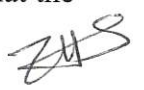
6. STRATEGIC CONTEXT OF EMPLOYER:

- 6.1.1. In line with the Vision of the Municipality, the Employee is committed in assisting and supporting the management and staff members of the Municipality in attaining service excellence in the performance of their line function.
- 6.1.2. In supporting the administration, the Employee has set its vision as follows:
- 6.1.3. An administration that functions optimally
- 6.1.4. The Employee commits himself/ herself to the achieving of the Vision, Mission, and strategic objectives of Alfred Nzo District Municipality:
- 6.1.5. To strive for united administration that is equipped with capacitated staff, compliant statues, outcome based and future oriented.

7. CORE FUNCTIONS`

This section describes the key functions that the **Director Corporate Services** is required to perform, based on the job profile, and the departmental strategic/operational plan.

- 7.1. Manages all personnel related functions including Recruitment and Selection, Leave Management, Training and Development, Staff Benefits and conditions of service, performances management, Labour and employee relations, payroll, EAP and OHS.
- 7.2. Manages and oversee IT infrastructure, Municipal Systems, data management, Information Security, Municipal ICT Assets and Technological support for the organisation.
- 7.3. Registry, Records and Archives Management, develops and manages systems for storing and retrieving Organisational Records and data
- 7.4. Administration Support and Security Services, ensure that there is security in the Municipal Buildings and Satellites offices.
- 7.5. Cleaning services, and ensuring that the Municipal Offices and Buildings are always clean. That the



Municipal Ablution facilities are well cleaned and there is enough material

8. PERFORMANCE MANAGEMENT SYSTEM

- 8.1. The Employee agrees to participate in the performance management and development system that the Employer adopts.
- 8.2. The Employee undertakes to actively focus on the promotion and implementation of Key Performance Areas (KPA's) (including special projects relevant to the Employee's responsibilities) within the local government framework and Core Competency Requirements (CCRs). The CCR's are made up of the Core Managerial Competencies (CMC's) and Core Occupational Competencies (COC's).
- 8.3. 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.
- 8.4. The Employee undertakes to actively focus on the promotion and implementation of the Key Performance Areas (KPAs) (including special projects relevant to the employee's responsibilities) within the local government framework.
- 8.5. The criteria upon which the performance of the Employee shall be assessed shall consist of two components, KPA's and Competency Framework requirements as per the Local Government: Regulations on Appointment and Conditions of Employment of Directors, both of which shall be contained in the Performance Agreement.
- 8.6. The Employee's assessment will be based on his performance in terms of the outputs/outcomes (KPIs) identified as per attached Performance Plan (**Annexure A**), which are linked to the KPAs applicable to the Employee and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee.

National Key Performance Areas	weight
KPA 01: Basic Service Delivery	10%
KPA 02: Good Governance and Public Participation	20%
KPA 03: Financial Viability and management	10%
KPA 04: Municipal Transformation and institutional Development	40%
KPA 05: Local Economic Development	20%
TOTAL	100%

- 8.7. The competency requirements for Directors as per **Regulation 9** of Local Government: Regulations on Appointment and Conditions of Employment of Directors will make up the other 20% of the Employee's assessment score. The competencies will be assessed every six (6) months (January and July).

9. DUTIES, RESPONSIBILITIES AND ACCOUNTABILITY

The Employee shall report to the Acting Municipal Manager of Alfred Nzo District Municipality as his supervisor on all parts of this agreement. The Employee shall:

9.1 Timeously alert the supervisor of any emerging factors that could preclude the achievement of any performance agreement undertakings, including the contingency measures that he proposes to take to ensure the impact of such deviation from the original agreement is minimized.

9.2 Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations.

9.3 Discuss and there after document for record and future use any revision of the targets as necessary as well as progress made towards the achievement of performance agreement measures.

In turn the supervisor shall:

9.4 Create an enabling environment to facilitate effective performance by the Employee.

9.5 Provide access to skills development and capacity building opportunities.

9.6 Work collaboratively to solve problems and generate solutions to common problems within the Municipality that may be impacting on the performance of the Employee.

9.7 Monitor and evaluate the employee's performance.

9.8 Endeavor to provide support in the form of coaching, guidance, mentoring, training and Counseling to the manager should signs of substandard performance show.

10. REPORTING

10.1 The Employee must timeously alert the supervisor of any emerging factors that could preclude the achievement of any performance agreement undertakings, including the contingency measures that he/she proposes to take to ensure the impact of such deviation from the original agreement is minimized.

11. DEVELOPMENTAL REQUIREMENTS

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

12. TIMETABLE AND RECORDS OF REVIEW DISCUSSIONS AND ANNUAL APPRAISAL

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

Quarter	Review Period	Review to be completed by
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1	September (to the systems)	Not Applicable
2	October – December Q2 (reporting to the system)	20 th January 2026
Mid Term Reviews 2025/2026	Mid-Year Review 2025/26: Municipal Manager and MANCO	20 th January to 14 th February 2026
Annual Review 2025/2026	Annual Review 2025/2026: Municipal Manager and MANCO	20 nd October -20 November 2026

13. MANAGEMENT OF PERFORMANCE OUTCOMES

- 13.1 The evaluation of the Employee’s performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 13.2 A performance bonus of 5% to 14% of inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance, that is a total score of 4 and above, employees’ performance must be significantly higher than the expected standard in the job performance. Performance rewards can only be made after independent verification of evidence and performance plan by Internal Audit.
- 13.3 The Directors will be eligible for progression to the next higher remuneration package, within the relevant remuneration band, after completion of at least twelve months (12) service at current remuneration package at end of financial year (30 June) subject to a fully effective assessment.
- 13.4 In the case of unacceptable performance, the Employer shall:
 - 13.4.1 Provide systematic remedial of development support to assist the Employee to improve his/her performance; and
 - 13.4.2 After appropriate performance and counseling and having provided the necessary guidance and/or support as well as reasonable time for improvement in performance, the Employer may consider steps to terminate the Contract of Employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

14. DISPUTE RESOLUTION

- 14.1 Any disputes about the nature of the Employee’s Performance Agreement, whether it relates to key responsibilities, priorities, methods of assessment and/or salary increment in this agreement, shall be mediated in terms of the following:
 - 14.1.1 A performance dispute will be declared in writing by an affected employee within 21 working days of the occurrence if the need to do so arises.
 - 14.1.2 A Performance Dispute Resolution Tribunal will be appointed within 10 working days by the Municipal Manager after receipt of such complaint.

- 14.1.3. A Performance Dispute Resolution Tribunal will be made up of not less than 3 members and not more than 5 members.
- 14.1.4. The members of the Performance Dispute Resolution Tribunal will be drawn from municipal officials serving in the managerial and supervisory positions, whose post level are above that of the accused employee.
- 14.1.5. The Performance Dispute Tribunal will have a chairperson appointed by the Municipal Manager.
- 14.1.6. The Performance Dispute Tribunal Chairperson shall convene a meeting within 14 working days of the receipt of the dispute to hear the dispute.
- 14.1.7. The employee will be afforded representation rights and other rights as accorded in the disciplinary procedure.
- 14.1.8. The proceedings of the Tribunal shall be recorded by means of a mechanical device.
- 14.1.9. The employee shall lead evidence in chief and the supervisor or manager of the employee shall reply in stating the employer's side of the story.
- 14.1.10. The employee and his/her representative shall cross-examine the manager or supervisor.
- 14.1.11. The Tribunal shall deliver its verdict within 10 working days after completion of the proceedings to the Municipal Manager.
- 14.1.12. The employee shall be advised about the decision of the tribunal within five working days of receipt of the verdict of the tribunal by the Municipal Manager.
- 14.1.13. If the employee is not satisfied with the outcome of the performance dispute resolution, the matter can then be treated in terms of the grievance procedure of the Municipality.
- 14.1.14. If the matter is not resolved in terms of the grievance procedure, the matter may be referred to the Bargaining Council for resolution by the employee or dealt with in terms of the other applicable law.

15. AMENDMENT OF AGREEMENT

15.1 If at any time during the performance cycle, the responsibilities of the staff member change to the extent that the performance plan in the performance agreement is no longer appropriate, the parties must revise the performance agreement.

15.2 Amendments to the agreement should be in writing and can only be affected after discussion and agreement by both parties.

16. PERFORMANCE MANAGEMENT CRITERIA

Performance will be assessed according to the information contained in the Performance Plan and the Core Competency Requirements (CCRs) framework (attached as Annexure A). The specific KPAs and CCRs together with their weightings are as follows:

NATIONAL KEY PERFORMANCE AREAS (KPA's)	WEIGHTING
Basic Service Delivery	10%

Municipal Institutional Development and Transformation	40%
Economic Development Planning	20%
Municipal Financial Viability and Management	10%
Good Governance and Public Participation	20%
TOTAL	100%

CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES ALL COMPULSORY		
LEADING COMPETENCIES (LC's)	√	WEIGHT
1. Strategic Direction and Leadership		10%
2. People Management		10%
3. Program and Project Management		10%
4. Financial Management		10%
5. Change Leadership		10%
6. Governance Leadership		10%
CORE COMPETENCIES (CC's)		
	√	WEIGHT
1. Moral Competency		10%
2. Planning and Organizing		10%
3. Analysis and Innovation		10%
4. Knowledge and Information management		10%
5. Communication		10%
6. Results and Quality Focus		10%
TOTAL		100%

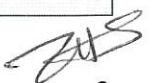
16.1 The Employee must be assessed against both components, with a weighting of 80:20 allocated to the KPAs and the Core Competency Requirements (CCRs) respectively.

16.2 Each area of assessment will be weighed and will contribute a specific part to the total score.

16.3 KPA's covering the main areas of work will account for 80% and CCR's will account for 20% of the final assessment. Up to twelve (12) CCRs could be selected from the list that are deemed to be critical.

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

RATIN G	DEFINITION OF RATING	DESCRIPTION



5	Outstanding performance	Performance far exceeds the standard expected of an Employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the Performance Agreement and Performance Plan and maintained this in all areas of responsibility throughout the year.
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the Performance Agreement and Performance Plan.
2	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	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.

For purposes of evaluating the performance of the Municipal Manager, an evaluation panel constituted by the following persons will be established:

16.4.1 The executive Mayor.

16.4.2 The Chairperson of the Performance Audit Committee or Audit Committee Member.

16.4.3 A Member of the Executive Committee member appointed by the Council.

16.4.4 Mayor and/or Municipal Manager from another municipality.

16.5.5 Ward Committee member, as nominated or identified by the Executive Mayor.

For purposes of evaluating the performance of the Directors, an evaluation panel constituted by the following persons will be established:

- 16.5.6 The Municipal Manager.
- 16.5.7 The Chairperson of the Performance Audit Committee or the Audit Committee Member.
- 16.5.8 A Member of the Executive Committee appointed by the Council; and
- 16.5.9 The Municipal Manager from another municipality.

The Performance Assessment Panel for all the Unit Managers directly accountable to the Directors for the annual and midyear performance shall be constituted up of the following members:

- 16.9.10 Two Directors, being.
- 16.10.1 The Director: Corporate Services
- 16.10.2 The Director from the department where the employee comes from.
- 16.10.2 The Director from the Department where the employee comes from to be the Chairperson of the panel.
- 16.10.3 One Audit Committee Member as decided upon by the Audit Committee.

For purposes of evaluating the performance middle managers directly reporting to Unit managers, an evaluation panel constituted by the following persons will be established:

- 16.10.4 Three Unit/Division Managers, being.
- 16.10.4.1 The Manager: Human Resources Management and Organisational Development
- 16.10.4.2 The Manager of the Unit/Division from the department where the employee comes from.
- 16.10.4.3 One other Unit/Division Manager.
- 10.21.2 The Manager of the Unit/Division, where the employee comes from to be the Chairperson of the panel

17. MANAGEMENT OF EVALUATION OUTCOMES

- 17.1. Where the Employer is, at any time during the Employee's employment, not satisfied with the Employee's performance with respect to any matter dealt with in this Agreement, the Employer will give notice to the Employee to attend a meeting.
- 17.2. The Employee will have the opportunity at the meeting to satisfy the Employer of the measures being taken to ensure that his performance becomes satisfactory and any program, including any dates, for implementing these measures.
- 17.3. Where there is a dispute or difference as to the performance of the Employee under this Agreement, the Parties will confer with a view to resolving the dispute or difference; and
- 17.4. In the case of unacceptable performance, the Employer shall –
 - 17.4.1. Provide systematic remedial or developmental support to assist the Employee to improve his performance; and

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

18. GENERAL

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


18.2 Nothing in this Agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his/her Contract of Employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.

19. SIGNATURES OF PARTIES TO THE AGREEMENT

The contents of this document have been discussed and agreed with the Employee concerned.

EMPLOYEE

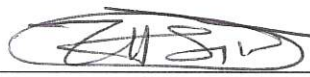
Thus, done and signed at EMAXESI BENI on the _____ November 2025



Signature
Mr. S. Mambafula

EMPLOYER/ SUPERVISOR

Thus, done and signed at EMAXESI BENI on the 31 November 2025



Signature
Mr. ZH Sikhundla

Received Date By IPMS Office

07/01/2025

Signature
Senior HR Officer: IPMS& OD



ALFRED NZO
DISTRICT MUNICIPALITY

ALFRED NZO DISTRICT MUNICIPALITY- PERFORMANCE WORK PLAN

DEPARTMENT: CORPORATE SERVICES DEPARTMENT
UNIT: CPS
YEAR: 2025/2026

NAME: SIMVUMILE MAMBAFULA
EMPLOYEE NUMBER:9951
JOB TITLE: DIRECTOR CPS

PERFORMANCE RATING SCALE	
Terminology	Descript
Unacceptable Performance	Poor Performance
1 Performance	Unsatisfactory
2 Not Fully Performance	Satisfactory
3 Fully Effective	Very satisfactory
4 significantly above	Excellent
5 Outstanding Performance	

The "CREAM" OF GOOD PERFORMANCE INDICATORS" Clear KPI: Precise and unambiguous; Relevant KPI: Appropriate to the subject at hand; Economic KPI: Available at a reasonable cost; Adequate KPI: Provide a sufficient basis to assess adequate performance; Monitorable: Amenable

The employee must select at least three (3) National Key Performance Areas out of a total of five. The selected areas should carry a total weight of 100%.

NATIONAL KEY PERFORMANCE AREA	PROJECT NAME	PERFORMANCE INDICATOR /MEASURE	WEIGHT %	Baseline (previous actual achievement)	ANNUAL TARGET 2024/2025	ANNUAL MSCOA AMOUNT/ANNUAL BUDGET 2024/2025	PROMISED MILESTONES JULY 2025- JUNE 2026						
							QUARTER 1 2025 JULY - SEP	QUARTER 2 2025 OCT - DEC	QUARTER 3 2026 JAN - MAR	QUARTER 4 2026 APR - JUN			
							TARGET	MOV/POE	TARGET	MOV/POE	TARGET	MOV/POE	
	Establishment of ICT centers	number of ICT centers established	10%	8 ICT Community Centers established	one new ICT Community center established by 30 June 2026	400 000.00							

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External Bursary	Number of 10 beneficiaries monitored and awarded	10%	Monitoring of 10 current beneficiaries bursaries	10 Beneficiaries monitored	550 000.00	N/A	N/A	N/A	N/A	N/A	1. External Bursary awarded to four(4) beneficiaries by 31 March 2026. 2. Compiling Progress report for 2026 academic year. 3. Students visits to	1. Award letters. 2. Annual Probe report for 2024 Academic year. 3. Registration progress Report for 2024 Academic. Year 4. Report on visits.	1. Processing Payment of fees for remaining 5 beneficiaries for first semester. By 30 June 2025 2. Students visits to institutions of higher learning by 30 June	Bursary Advert Bursary visit reports Roadshow reports , Proof of Payments , Award Letters
Security Services	1. Monitoring of service providers. 2. ensure visibility of Security personnel in ANDM and its satellites 24 hours 3. Convening monthly meeting with service providers.	10%	Number of activities completed	Quarterly performance report , Invoices and Attendance Registers	12 070 094.00	N/A	N/A	1. Monitoring of Security Services for retention of movable assets (no loss and/ or theft) by 30 December 2025 2. Facilitate payment of Service Providers by 30 December 2025	Quarterly performance report , Invoices, Attendance Registers	Quarterly performance report , Invoice, Attendance registers	1. Monitoring of Security Services for retention of movable assets (no loss and/ or theft) 30 June 2026 2. Facilitate payment of Service Providers by 30 June 2026	1. Monitoring of Security Services for retention of movable assets (no loss and/ or theft) 30 June 2026 2. Facilitate payment of Service Providers by 30 June 2026	Registers, Proofs of Payment and Quarterly Reports	

Employee Signature 

Supervisor Signature 



ALFRED NZO
DISTRICT MUNICIPALITY

ALFRED NZO DISTRICT MUNICIPALITY- PERFORMANCE WORK PLAN

DEPARTMENT: CORPORATE SERVICES
UNIT: CPS
YEAR: 2025/2026

NAME: SIMVUMILE MAMBAFULA
EMPLOYEE NUMBER:9951
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NATIONAL KEY PERFORMANCE AREA	PROJECT NAME	PERFORMANCE INDICATOR /MEASURE	WEIGHT %	Baseline (previous actual achievement)	ANNUAL TARGET 2024/2025	ANNUAL MSCOA AMOUNT/ANNUAL BUDGET 2024/2025	PROMISED MILESTONES JULY 2025-- JUNE 2026							
							QUARTER 1 2025 JULY - SEP		QUARTER 2 2025 OCT - DEC		QUARTER 3 2026 JAN - MAR		QUARTER 4 2026 APR - JUN	
							TARGET	MOV/POE	TARGET	MOV/POE	TARGET	MOV /POE	TARGET	MOV /POE
ISDG Plans	ISDG Plans implemented	number of ISDG plans implemented	10%	isdg plans implemented by set date	4 ISDG performance Reports compiled by 30 June 2026	5 100 000,00	N/A	N/A	develop and submit ISDG implementation status report submitted to Stanco by 30 December 2025	ISDG implementation Status Report	develop and submit ISDG implementation status report submitted to Stanco by 30 March 2026	ISDG implementation Status Report	develop and submit ISDG implementation status report submitted to Stanco by 30 June 2026	ISDG implementation Status Report

External Bursary	Number of beneficiaries of external bursary	10%	number of beneficiaries awarded and monitored	Monitoring of 5 current beneficiaries bursaries and awarding 4 new beneficiaries by 30 June 2026	5500000	N/A	N/A	1. External Bursary awarded to four(4) beneficiaries by 31 March 2026. 2. Compiling Progress report to 2026 academic year. 3. Students visits to institutions of higher learning by 30 March 2026. 4. Facilitating Payment of fees for beneficiaries for first semester by 30 March 2026	1. Award letters. 2. Annual Probe report for 2024 Academic year. 3. Registration progress Report for 2024 Academic. Year 4. Report on visits to institutions of higher learning made. 5. Proof of payments	1. Processing Payment of fees for beneficiaries for first semester. By 30 June 2025 2. Students visits to institutions of higher learning by 30 June 2026 for monitoring.	1. Proof of payments. 2. Report for visits	Monitoring of the existing Beneficiaries	Bursary Advert; Bursary visit reports; Roadshow Reports, Proof of Payments, Award Letters	
Career Exhibition	Number of Local Municipalities assisted in conducting Career Exhibitions.	10%		Assist 2 Local Municipalities within ANDM in conducting Career exhibitions by 30 June 2026	1000000	N/A	N/A	1 Write and submit letters to Local municipalities advising of career assistance by the District	Letters to Local Municipalities	Two Local Municipalities assisted in conducting Career Expo by 30 March 2026	Report on career exhibition supported	N/A	N/A	

Employee Signature



Supervisor Signature





ALFRED NZO
DISTRICT MUNICIPALITY

ALFRED NZO DISTRICT MUNICIPALITY- PERFORMANCE WORK PLAN

DEPARTMENT: CORPORATE SERVICES
UNIT: CPS
YEAR: 2025/2026

NAME: SIMVUMILE MAMBAFULA
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The employee must select at least three (3) National Key Performance Areas out of a total of five. The selected areas should carry a total weight of 100%.

NATIONAL KEY PERFORMANCE AREA	PROJECT NAME	PERFORMANCE INDICATOR /MEASURE	WEIGHT %	Baseline (previous actual achievement)	ANNUAL TARGET 2024/2025	ANNUAL MSCOA AMOUNT/ANNUAL BUDGET 2024/2025	PROMISED MILESTONES JULY 2025- JUNE 2026						
							QUARTER 1 2025 JULY - SEP	QUARTER 2 2025 OCT - DEC	QUARTER 3 2026 JAN - MAR	QUARTER 4 2026 APR - JUN			
	Budget inputs	budget inputs submitted	5%	budget inputs submitted	budget inputs submitted by June 2026	0	N/A	draft budget adjustment submitted by 31 December 2025	email submitting draft budget inputs	one budget adjustment input submitted by 31 March 2026	email submitting budget inputs	one final draft budget input submitted and procurement plan by June 2026	email submitting budget input and procurement plan

Municipality Training and Development Budget	% of the Municipality Training and Development Budget spent	5%	skills and Development Budget	100% budget of Training and Development budget spent by June 2026	950 000	N/A	N/A	Conduct 5 trainings by 30 December 2025	Attendance Registers and Quarterly Reports	Conduct 5 trainings by 30 March 2026	Attendance Registers and Quarterly Reports	Conduct 5 trainings by 30 June 2026	Attendance Registers and Quarterly Reports.
Employee wellness	Number of Employee Wellness awareness programmes conducted	5%	Four Employee Wellness awareness programmes conducted	Conduct Four (4) Employee Wellness awareness programmes conducted by 30 June 2026	945 000	N/A	N/A	1. One (1) employee wellness by 30 December 2025. 2. Number of employees received for EAP	1. Wellness invites attendance registers, EAP Quarterly Report	1. One (1) employee wellness program conducted by 31 March 2026 2. One employee referred for EAP by 31 March 2026	1. Wellness invites attendance registers, EAP Quarterly Report	1. One (1) employee wellness programme conducted by 30 June 2026. 2. Medical examination and immunisation conducted by 30 June 2026. 4. Number of employees received for EAP	1. Wellness invites 2. Wellness Attendance Registers 3. Wellness Monthly Reports

Employee Signature 

Supervisor Signature 



ALFRED NZO
DISTRICT MUNICIPALITY

ALFRED NZO DISTRICT MUNICIPALITY- PERFORMANCE WORK PLAN

DEPARTMENT: CORPORATE SERVICES DEPARTMENT
UNIT: CPS
YEAR: 2025/2026

NAME: SIMVUMILE MAMBAFULA
EMPLOYEE NUMBER:9951
JOB TITLE: DIRECTOR CPS

PERFORMANCE RATING SCALE

Terminology	Description
1 Unacceptable Performance	Poor Performance
2 Not Fully Performance	Unsatisfactory
3 Fully Effective	Satisfactory
4 significantly above	Very satisfactory
5 Outstanding Performance	Excellent

The "CREAM" OF GOOD PERFORMANCE INDICATORS: **Clear KPI** :Precise and unambiguous; **Relevant KPI** :Appropriate to the subject at hand; **Economic KPI** :Available at a reasonable cost; **Adequate KPI** :Provide a sufficient basis to assess adequate performance; **Monitorable** :Amenable

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NATIONAL KEY PERFORMANCE AREA	PROJECT NAME	PERFORMANCE INDICATOR /MEASURE	WEIGHT %	Baseline (previous actual achievement)	ANNUAL TARGET 2024/2025	ANNUAL MSCOA AMOUNT/ANNUAL BUDGET 2024/2025	PROMISED MILESTONES JULY 2025- JUNE 2026							
							QUARTER 1 2025 JULY - SEP	QUARTER 2 2025 OCT - DEC	QUARTER 3 2026 JAN - MAR	QUARTER 4 2026 APR - JUN				
MUNICIPAL TRANSFORMATION		OHS INSPECTIONS	10%	NUMBER OF OHS INSPECTIONS CONDUCTED BT SET DATE	60 OHS Inspections & Audits and 12 reports submitted by 30 June 2026	200000	TARGET	TARGET	TARGET	TARGET	MOV/POE	MOV/POE	MOV/POE	MOV/POE
							1. Occupational Safety and Health Inspections conducted by 30 December 2025	1. Occupational Safety and Health Inspections conducted by 31 March 2026	1. Occupational Safety and Health Inspections conducted by 30 June 2026	1. Occupational Safety and Health Inspections conducted by 30 June 2026	1. Site Inspection tool, Attendance Register .	1. Site Inspection Attendance Register .	1. Site Inspection Attendance Register .	1. Site Inspection Attendance Register .
							2. Three Monthly OHS Inspection Reports submitted by the end of each month	2. Three Monthly OHS Inspection Reports submitted by the end of each month by 31 March 2026	2. Three Monthly OHS Inspection Reports submitted by the end of each month by 30 June 2026	2. Three Monthly OHS Inspection Reports submitted by the end of each month by 30 June 2026	2. OHS Monthly reports	2. OHS Monthly reports	2. OHS Monthly reports	2. OHS Monthly reports
							3. Quarterly report submitted by 30 December 2025.	3. Quarterly report submitted by 31 March 2026	3. Quarterly Report	3. Quarterly Report	3. OHS Quarterly Report	3. OHS Quarterly Report	3. OHS Quarterly Report	3. OHS Quarterly Report

Handwritten signature/initials

Employee/Employee Relations Programs	number of employee relations programs conducted	10%	LLF Structure Set date	4 Employee Relations Programs conducted by June 2026	0	N/A	N/A	One Employee session to discuss role of employer and employee components by 31 December 2025	invite and attendance register	award study assistance to two employees and report expenditure by 31 December 2025	develop 2026/27 staff establishment review process present to stanco plan by 31 December 2025	staff establishment review process plan and minutes of stanco	draft 2026/27 revised staff establishment by 30 March 2026	study assistance status report and list of beneficiaries	award study assistance to two employees and report expenditure by March 2026	draft 2026/27 revised staff establishment by 30 March 2026	study assistance status report and list of beneficiaries	invite and attendance register	One Employee session to discuss role of employer and employee components by 30 June 2026	award study assistance to two employees and report expenditure by March 2026	2026/27 reviewed staff establishment approved by 30 June 2026	invite and attendance register	study assistance status report and list of beneficiaries
study Assistance	number of employees/students awards	10%	employee/students awarded students assistance	six employees awarded student assistance by June 2026	0	N/A	N/A	award study assistance to two employees and report expenditure by 31 December 2025	invite and attendance register	award study assistance to two employees and report expenditure by March 2026	develop 2026/27 staff establishment review process present to stanco plan by 31 December 2025	staff establishment review process plan and minutes of stanco	draft 2026/27 revised staff establishment by 30 March 2026	study assistance status report and list of beneficiaries	award study assistance to two employees and report expenditure by March 2026	draft 2026/27 revised staff establishment by 30 March 2026	study assistance status report and list of beneficiaries	invite and attendance register	One Employee session to discuss role of employer and employee components by 30 June 2026	award study assistance to two employees and report expenditure by March 2026	2026/27 reviewed staff establishment approved by 30 June 2026	invite and attendance register	study assistance status report and list of beneficiaries
Staff Establishment	number of staff establishments reviewed	10%	staff establishments reviewed by set date	one staff establishment reviewed by 30 June 2026	0	N/A	N/A	develop 2026/27 staff establishment review process present to stanco plan by 31 December 2025	invite and attendance register	award study assistance to two employees and report expenditure by March 2026	develop 2026/27 staff establishment review process present to stanco plan by 31 December 2025	staff establishment review process plan and minutes of stanco	draft 2026/27 revised staff establishment by 30 March 2026	study assistance status report and list of beneficiaries	award study assistance to two employees and report expenditure by March 2026	draft 2026/27 revised staff establishment by 30 March 2026	study assistance status report and list of beneficiaries	invite and attendance register	One Employee session to discuss role of employer and employee components by 30 June 2026	award study assistance to two employees and report expenditure by March 2026	2026/27 reviewed staff establishment approved by 30 June 2026	invite and attendance register	study assistance status report and list of beneficiaries

Employee Signature 

Supervisor Signature 



ALFRED NZO
DISTRICT MUNICIPALITY

ALFRED NZO DISTRICT MUNICIPALITY- PERFORMANCE WORK PLAN

DEPARTMENT: CORPORATE SERVICES DEPARTMENT
UNIT: CPS
YEAR: 2025/2026

NAME: SIMVUMILE MAMBAFULA
EMPLOYEE NUMBER:9951
JOB TITLE: DIRECTOR CPS

PERFORMANCE RATING SCALE	
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							QUARTER 1 2025 JULY - SEP	QUARTER 2 2025 OCT - DEC	QUARTER 3 2026 JAN - MAR	QUARTER 4 2026 APR - JUN		
							TARGET	MOV/POE	TARGET	MOV/POE	TARGET	MOV/POE
	Establishment of ICT centers	number of ICT centers established	10%	8 ICT Community Centers established	one new ICT Community center established by 30 June 2026	400 000,00						1.

SAS

External Bursary	Number of 10 beneficiaries monitored and awarded	10%	Monitoring of 10 current beneficiaries bursaries	10 Beneficiaries monitored	550 000.00	N/A	N/A	N/A	N/A	1. External Bursary awarded to four(4) beneficiaries by 31 March 2026. 2. Compiling Progress report fo 2026 academic year. 3. Students visits to	1. Award letters. 2. Annual Probe report for 2024 Academic year. 3. Registration progress Report for 2024 Academic. Year 4. Report on visits	1. Processing Payment of fees for remaining 5 beneficiaries for first semester. By 30 June 2025 2. Students visits to institutions of higher learning by 30 June	Bursary Advert Bursary visit reports Roadshow reports , Proof of Payments , Award Letters



Employee Signature



Supervisor Signature

CORE COMPETENCY REQUIREMENTS ALL COMPULSORY TOTAL =100%

LEADING COMPETENCIES (LC's)	WEIGHT	MOV/POE
1. Strategic Direction and Leadership	10%	
2. People Management	10%	
3. Program and Project Management	10%	
4. Financial Management	10%	
5. Change Leadership	5%	
6. Governance Leadership	10%	
CORE COMPETENCIES (CC's)		
CORE COMPETENCIES (CC's)	WEIGHT	
1. Moral Competency	10%	
2. Planning and Organizing	5%	
3. Analysis and Innovation	5%	
4. Knowledge and Information management	10%	
5. Communication	5%	
6. Results and Quality Focus	10%	
TOTAL		100%

2025/2026 Performance Agreement

INCUMBENT	Simvumile Mambafula
EMPLOYEE NO.	9951
JOB TITLE	Director Corporate Services
REPORT TO	Municipal Manager

1. What are the competencies required for this job (refer to competency profile job Description)?

2. What are competencies from the above list, does the job holder already possess?

3. What then are the competency gaps? (if the job holder possesses all the necessary competencies, complete No's 5 and 6

3. Action/Training interventions to address the gaps/needs

5. Indicate the competencies required for future career progression/development

6. Action/Training interventions to address future progression

7. Comments/Remarks of the incumbent

None

8. Comments/Remarks of the supervisor

Agreed upon

Employee: MR. SIMVUMILE MAMBAFULA

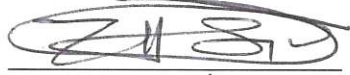
Signature: 

Date: 31 Nov 2025


2025/2026 Performance Agreement

Supervisor: MR. ZH SIKHUNDLA

Signature:



Date:

 31 November 2025



ALFRED NZO
DISTRICT MUNICIPALITY
FINANCIAL DISCLOSURE FORM

I, the undersigned (Full names and surnames) Simvumile Mambafula
(Postal address) Badikanise A/A, Mount Frere, 5090
(Residential address) Badikanise A/A Mount Frere, 5090
(Position held) Director : Corporate Services
(Name of Municipality) Alfred Nzo District Municipality
Tel: 039 254 5000 Fax: _____

Hereby certify that the following information is complete and correct to the best of my knowledge:

1. Shares and other financial interests (Not bank accounts with financial institutions.
See information sheet: note (1)

Number of shares/Extent of financial interest	Nature	Nominal Value	Name of Company/Entity
N/A			

2. Directorships and partnerships
See information sheet: note (2)

Number of corporate entity partnership or firm	Type of business	Name of Remuneration/Income
N/A		

3. Remunerated work outside the Municipality
Must be sanctioned by council. See information sheet: note (3)

Name of Employer	Type of work	Name of Remuneration/ Income
N/A		

4. Consultancies and retainership
See information sheet: note (4)

Name of client	Nature	Type of business activity	Value of any benefits received
N/A			

5. Sponsorship
See information sheet: note (5)

Name of client	Nature	Type of business activity	Value of any benefits received
N/A			

6. Gifts and hospitality from a source other than a family member
See information sheet: note (6)

Description	Value	Source
N/A		

7. Land and property

See information sheet: note (7)

Description	Extent	Area	Value


SIGNATURE OF OFFICIAL

DATE: 11/11/2024

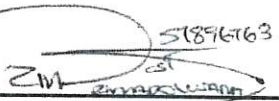
PLACE: EMAXESIBENI

OATH/AFFIRMATION

1. I certify that before administering the oath/affirmation I asked the deponent following questions and wrote down her/his answers in his/her presence:

- (i) Do you know and understand the contents of the declaration?
Answer YES
- (ii) Do you have any objection to taking the prescribed oath or affirmation?
Answer NO
- (iii) Do you consider the prescribed oath or affirmation to be binding on your conscience?
Answer YES.

I certify that the deponent has acknowledged that she/he knows and understands the contents of this declaration. The deponent utters the following words: "I swear that the contents of this declaration are true, so help me God." / "I truly affirm that the contents of this declaration are true". The signature/mark of deponent is affixed to the declaration in my presence.


Commissioner of Oath/Justice of the Peace



Full first name and Surname: ZIZIPHIO MADOLWANA
Designation (rank) CONSTABLE Ex Officio Republic of South Africa
Street address of institution 109 SPORT STREET MAXESIBENI 4735
Date stamp: 2025-11-11