

UMZIMVUBU LOCAL MUNICIPALITY



UMZIMVUBU
— LOCAL MUNICIPALITY —

MR. AZOLA REGINALD MAKANDA
SENIOR MANAGER: LOCAL ECONOMIC
DEVELOPMENT



PERFORMANCE AGREEMENT

2026/2027 FY

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN

UMZIMVUBU LOCAL MUNICIPALITY

Herein represented by **MR G.P.T. NOTA** in her duly authorized capacity **MUNICIPAL MANAGER** as of UMZIMVUBU LOCAL MUNICIPALITY

AND

AZOLA REGINALD MAKANDA

Hereinafter referred to as **EMPLOYEE** in her capacity as duly appointed as **SENIOR MANAGER: LOCAL ECONOMIC DEVELOPMENT** of the municipality for the period of 01 July 2026 to PERMANET

WHEREAS

- A.** The Employer has entered into an Agreement of Employment with the Employee in terms of section 57(1)(b) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) as amended;
- B.** Section 57(2)(a)(i) and (ii) of the amended Local Government: Municipal Systems Act, 2000, read with the Memorandum of Agreement of Employment concluded between the parties, requires the parties to conclude an annual Performance Agreement within sixty (60) days of assumption of duty, and renew it annually within one month after the beginning of each financial year of the municipality;
- C.** The parties must 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 secure local government policy goals as defined in the municipal Integrated Development Plan; and
- D.** The parties must ensure that there is compliance with Sections 57(4A), 57(4B), 57 (c) and 57(5) of the Local Government: Municipal Systems Act, 2000 as amended,

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NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

INTERPRETATION AND DEFINITIONS

1. In this Agreement, unless the context indicates otherwise—
 - (a) an expression, which denotes any gender, includes the other genders, a natural person includes an judicial person and vice versa, and the singular includes the plural and vice versa;
 - (b) clause headings are for convenience only and will not be used in its interpretation, and the following expressions bear the meanings assigned to them and cognate expressions bear corresponding meanings—

“Agreement” means this Performance Agreement and all the Appendices hereto;

“Employee” means **AZOLA REGINALD MAKANDA**

“KPA” means Key Performance Area;

“KPI” means Key Performance Indicator;

“KRA” means Key Responsible Area;

“MEC” means the Member of the Eastern Cape Executive Council responsible for local government;

“MFMA” means the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003);

“Municipality” means UMZIMVUBU LOCAL MUNICIPALITY, established in terms of Structures Act;

“Parties” means the Municipality and the Employee;

“Performance management system” means a process used by the Municipality to evaluation organizational and its individual performance against goals and objectives set out on the IDP.

“Regulations” means the Local Government: Performance Regulations for Municipal

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Managers and Managers Directly Accountable to Municipal Managers, 2006, promulgated in the Government Gazette as Regulation Notice 805 on 1 August 2006;

"Structures Act" means the Local Government: Municipal Structures Act, 2000 (Act No. 117 of 1998); and

"Systems Act" means the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) as amended, and the Regulations promulgated in terms of the Act;

- (c) Words and expressions defined in any sub-clause, for the purpose of the clause of which that sub-clause forms part, bear the meaning assigned to such words and expressions in that sub-clause; and
- (d) This agreement is governed by and construed in accordance with the laws of the Republic of South Africa.

PURPOSE OF THIS AGREEMENT

2. The purpose of this Agreement is to –

- (a) Comply with the provisions of Section 57(1)(b),(4A),(4B), (4C) and (5) of the Systems Act as well as the Contract of Employment entered into between the parties;
- (b) Communicate the Employer's performance expectations and accountabilities to the Employee, by specifying objectives and targets as defined in the IDP;
- (c) Specify accountabilities as set out in the Performance Plan, which must be in a format substantially compliant with **Appendix "A"**;
- (d) Monitor and measure performance against set targeted outputs;
- (e) Use this Agreement and the Performance Plan as the basis for assessing the performance of the Employee and to establish whether the Employee has met the performance expectations applicable to the position; and
- (f) Appropriately reward the Employee in accordance with the Employer's performance management policy in the event of outstanding performance.

and weights must be allocated to each of them according to the scale of core and functional responsibilities:

Key Performance Areas (80% of Total)	Weighting
Municipal Institutional Development and Transformation	10
Local Economic Development	40
Municipal Financial Viability and Management	10
Good Governance and Public Participation	20
Basic Service Delivery	20
Spatial Development	
Total	100%

- (6) The Core Management Criteria will make up the other 20% of the Employee's assessment score
- (7) The Core Competency Requirements are deemed to be most critical for the Employee's specific job and minimum of ten (10) Core Competency requirements shall be selected by Sectional Manager and all twelve (12) of them should be selected by section 56 and 57 managers. The list below includes the compulsory CMC's to be agreed upon between the Employer and Employee.

CORE COMPETENCY REQUIREMENTS FOR EMPLOYEES (20% of Total)		
CORE MANAGERIAL COMPETENCIES (CMC's)	✓	WEIGHT
Strategic Direction and Leadership	✓	10
Programme and Project Management	✓	10
Financial Management	✓	10
Change Management	✓	5
People Management	✓	5
Governance Leadership	✓	10
CORE OCCUPATIONAL COMPETENCIES (COC's)		
Moral Competence	✓	10
Planning and Organising	✓	10
Analysis and Innovation	✓	10
Knowledge and Information Management	✓	10
Communication	✓	5

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Results and quality focus	√	5
Total percentage		100%

- (8) Final Assessment scores shall be given according to each Key Performance Area either by working out a mean or by giving one final score to each KPA.
- (9) Final Assessment scores shall be awarded according to each Core Managerial Competency either by working out a mean or by giving one final score to each CCR.

EVALUATING PERFORMANCE

- 6.(1) The Performance Plan, attached hereto as Appendix "A", must set out the : -
 - (a) the standards and procedures for evaluating the Employee's performance; and
 - (b) the intervals for the evaluation of the Employee's performance.
- (2) Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage during the validity of the Agreement of Employment.
- (3) Personal growth and development needs identified during any performance review discussion, as well as the actions and time frames agreed to, must be documented in a Personal Development Plan, which must be in a format substantially compliant with Appendix "B".
- (4) The Employee's performance will be measured in terms of contributions to the goals and strategies contemplated in the Employer's Integrated Development Plan.
- (5) The annual performance appraisal must involve—
 - (a) an assessment of the achievement of results as outlined in the performance plan;
 - (b) an assessment of each Key Performance Area according to the extent to which the Specified standards or performance indicators have been met and with due regard to *ad hoc* tasks that had to be performed;
 - (c) a rating on the five-point scale for each Key Performance Area; and

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calculate a final Key Performance Area score.

- (6) The Core Management Criteria must be assessed–
- (a) according to the extent to which the specified standards have been met;
 - (b) with an indicative rating on the five-point scale for each Criteria; and
 - (c) by using the applicable assessment rating calculator to add the scores and calculating a final score.
- (7) An overall rating is calculated by using the applicable assessment-rating calculator, Which represents the outcome of the performance appraisal, provided that the performance assessment of the Employee will be based on the following rating scale for both Key Performance Indicators and Core Management Criteria:

Level	Terminology	Description Rating
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 PA 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 PA 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 PA and Performance Plan.
1	Unacceptable	Performance does not meet the standard expected for the job.

	performance	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 PA 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.
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- (8) The performance of the Employee must be evaluated by an evaluation panel constituted in terms of regulation 27(4)(d), (e) and (f) of the Regulations.

SCHEDULE FOR PERFORMANCE REVIEWS

- 7.(1) The performance of each Employee in relation to his or her performance agreement must be reviewed during–
- (a) January to March for the Third quarter
 - (b) April to June for the Fourth quarter,

Provided that reviews in the first and third quarter may be verbal if performance is satisfactory.

- (2) The Employer must keep a record of all performance assessment meetings, and feedback must be based on the Employer's assessment of the Employee's performance.
- (3) The Employer may amend the provisions of the Performance Plan whenever the performance management system is adopted, implemented or amended, provided that the Employee must be consulted before any such change is made.
- (4) The work performance and performance review will not be confined and limited to the performance plan, any incidental work outside the performance plan shall be performed and evaluated accordingly.

OBLIGATIONS OF THE EMPLOYER

8. The Employer must–

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- (a) Create an enabling environment to facilitate effective performance by the Employee;
- (b) Provide access to skills development and capacity building opportunities;
- (c) Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact on the performance of the Employee;
- (d) On the request of the Employee delegate such powers reasonably required by the Employee to enable him or her to meet the performance objectives and targets established in this Agreement; and
- (e) Make available to the Employee such resources as the Employee may reasonably require from time to time to assist him or her to meet the performance objectives and targets established in this Agreement.

CONSULTATION

9. (1) The Employer agrees to consult the Employee timeously where the exercising of the powers will–
- (a) Have a direct effect on the performance of any of the Employee's functions;
 - (b) Commit the Employee to implement or to give effect to a decision made by the Employer; and
 - (c) Have a substantial financial effect on the Employee.
- (2) The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in sub-clause (1) above, as soon as is practicable to enable the Employee to take any necessary action without delay.

MANAGEMENT OF EVALUATION OUTCOMES

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- 10.(1) The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- (2) A performance bonus of between 5% and 14% of the inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance, as per regulation 32(2) of the Regulations.
- (3) In the case of unacceptable performance, the Employer–
- (a) Must provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and
- (b) May, after appropriate performance counselling and having provided the necessary guidance and support as well as reasonable time for improvement in performance, consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.
- (4) The following formula shall be used to calculate total scores for awarding performance bonus: -
- i) (a) $\text{Weight} \times \text{Final score per KPA} = V \times 80\%$ (for KPA) = score for each KPA
- (b) Add up all KPA scores to get a total sum = W
- ii) (a) $\text{Weight} \times \text{Final score per CMC} = Y \times 20\%$ (for CMC) = score for each CCR
- (b) Add up all CCR scores to get a total sum = Z
- III) $W + Z = \text{Total score (percentage)}$
- (5) The following formula shall be used to allocate the performance bonus after the total score has been calculated in accordance with section 10 (4) above:

FINAL SCORE	BONUS/REWARD
150 and above	10% to 14% of the annual total remuneration package
130 to 149%	5% to 9% of the annual total remuneration package
100% and below	Compulsory Performance Counselling

- (6) The above mentioned formula in subsection 5 shall be normalised as follows:-

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RANGE	SCORE	% Bonus
150 AND ABOVE	164 and above	14
	163	13.705
	162	13.42
	161	13.135
	160	12.85
	159	12.565
	158	12.28
	157	11.995
	156	11.71
	155	11.425
	154	11.14
	153	10.855
	152	10.57
	151	10.285
	150	10

RANGE	SCORE	% Bonus
Between 130 and 149	149	9
	148	8.6
	147	8.4
	146	8.2
	145	8
	144	7.8
	143	7.6
	142	7.4
	141	7.2
	140	7
	139	6.8
	138	6.6
	137	6.4
	136	6.2
	135	6
	134	5.8
	133	5.6
	132	5.4
	131	5.2
	130	5

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SUB-STANDARD / POOR PERFORMANCE MANAGEMENT

11. (a) All endeavors shall be made to provide support in the form of guidance, training and counselling to the employee when displaying signs of sub-standard performance.
- (b) The employee shall be given adequate period ranging from four months to six months to improve performance.
- (c) Unequivocal performance targets with a succinct action plan shall be drawn up for the employee with clear results to be achieved.
- (d) The time needed for an employee to improve his/ her performance shall be dictated by the nature and level of the job.

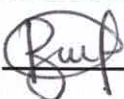
DISPUTE RESOLUTION

- 12.(1) Any disputes about the nature or content of the Employee's Performance Agreement, whether it relates to key responsibilities, priorities, methods of assessment and or salary increment in the agreement, must be mediated by –
- (a) The Mayor, within thirty days of receipt of a formal dispute from the Employee, whose decision shall be final and binding to both parties
- (2) Any disputes about the outcome of the Employee's performance evaluation, must be mediated by–
- (a) A member of the municipal Council, provided that such Councilor was not part of the evaluation panel contemplated in regulation 27(4)(e) of the Regulations, within thirty days of receipt of a formal dispute from the Employee, whose decision shall be final and binding on both parties.
- 13.(1) The Employer must make the contents of this Agreement and the outcome of any review conducted in terms of the Performance Plan available to the public as contemplated in section 46 of the Systems Act.
- (2) Nothing in this agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his or her Agreement of Employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

- (3) The performance assessment results of the Municipal Manager must be submitted to the Member of the Executive Council responsible for local government in the Eastern Cape as well as the National Minister responsible for local government, within fourteen days after the conclusion of the assessment.
- (4) The employee is required to complete the Financial Disclosure Form as per Item 5 of the Code of Conduct for municipal staff members which is attached to this agreement as Appendix "C".

SIGNED AT Kwibhazha ON THIS 10/07 DAY OF 2026

AS WITNESSES:

1. 

2. 



SIGNATURE OF THE EMPLOYER REP.

AS WITNESSES:

1. 

2. 



SIGNATURE OF THE EMPLOYEE REP.

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PERFORMANCE PLAN 2026/2027

Entered into by and between

UMzimvubu Local Municipality

and

AZOLA REGINALD MAKANDA

1. Purpose

The performance plan defines the Council's expectations of the **SENIOR MANAGER: LOCAL ECONOMIC DEVELOPMENT**, performance agreement to which this document is attached and Section 57 (5) of the Municipal Systems Act, which provides that performance objectives and targets must be based on the key performance indicators as set in the Municipality's Integrated Development Plan (IDP) and as reviewed annually.

2. Key responsibilities

The following objects of local government will inform the **SENIOR MANAGER; LOCAL ECONOMIC DEVELOPMENT** against set performance indicators:

- 2.1 Provide democratic and accountable government.
- 2.2 Ensure sound governance within the municipality.
- 2.3 Promote social and economic development.
- 2.4 Promote a safe and healthy environment.
- 2.5 Encourage the involvement of communities and community organisation in the matters of local government.

3. Key Performance Areas

The following Key Performance Areas (KPA's) as outlined in the Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers (2006), inform the strategic objectives listed in the table below:



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AZOLA REGINALD MAKANDA													
Employee name and surname		Authorised signature on behalf of the employer		Date									
Job title		Employee's signature		Date									
Employee no.		Financial Year		2026/2027									
LOCAL ECONOMIC DEVELOPMENT													
Department		Baseline											
Programme/Project		Output Key Performance Indicator		Budget amount		Calculation type		Weight		Sources of evidence		Indicators Description	
												Annual Target	
BASIC SERVICE DELIVERY AND INFRASTRUCTURE	Nteneyana Dam Campsite Establishment Phase Two	Number of constructed Nteneyana Dam Campsite Phases	Site establishment	R880 000.00	Stand Alone	10%	Progress reports, Payment Slubs and completion certificates	Construction of Nteneyana Dam Campsite Phase Two by end June 2027	1	Quarter 1 Site establishment	Quarter 2 construction of guard house	Quarter 3 paving	Quarter 4 ablation facility and entrance (Phase Two completion)
	Ntiszwa Tourism Development Site	Number of constructed Ntiszwa Hiking Trail Phases	1	R 2 500 000.00	Stand alone	10%	Progress Report & completion Certificate	Construction of Ntiszwa Hiking Trail Phase Two by end June 2027	1	Construction of main building	Construction of parking area and Phase Two completion	N/A	N/A
Local Economic Development	Crop Production Improvement Programme- Grain and Vegetables	Number of hectares planted with yellow maize	375ha	R9,000,000	Stand Alone	10%	Acknowledgement of receipt from beneficiaries/Payment Stub & Completion certificates.	375ha planted with yellow maize by end June 2027	375	Site identification for mechanization	375 - ha planted with yellow maize	N/A	N/A
Local Economic Development	Sector Specific Incubation Programmes: Fashion Design, Chefs/ Culinary	Number of SMME's enrolled under Mentorship Programme	30	R100 000.00	Stand Alone	15%	Attendance Register & acknowledgement of receipt from beneficiaries	SMME's enrolled under Mentorship Programme by end June 2027	30	Beneficiary identification	N/A	N/A	30 (SMME's enrolled under Mentorship Programme)
Local Economic Development	Procurement of Rams	Number of beneficiaries supported with rams	112	R985 000.00	Stand Alone	15%	Signed list of beneficiaries and delivery note, acknowledgement from beneficiaries	Beneficiaries supported with 112 rams by 30th June 2027	112	Compile list of beneficiaries	Animal husbandry training	Delivery of Rams to 112 beneficiaries	N/A
Municipal Transportation and Organisational Development	Leave Management	Percentage of leave applications processed within the 48hrs of application submission	100%	R0.00	Stand alone	10%	Leave Monitoring Report from HR	All leave applications must be reviewed and approved or declined within 48 hours of application request. No backlog of leave requests older than the approved timeframe is permitted.	100%	100%	100%	100%	100%
Municipal Financial Viability	Budget monitoring	Percentage of expenditure against total budget	94%	R 24 111 887.00	Carry Over	10%	Budget expenditure report and report of planned project	Ensure that allocated budget expenditure remains within 95% of the approved budget by the end of the financial period. Expenditure to align with planned projects/programs and approved financial plans.	95%	20%	40%	70%	95%
Good Governance and Public Participation	Performance Management	Number of Performance reviews conducted for subordinates	4	R0.00	Stand-alone	10%	Performance Monitoring report/register	Conduct quarterly performance reviews (4 per year) for all direct subordinates, ensuring that performance agreements are assessed.	3	1	1	1	1
Good Governance and Public Participation	Risk Adjusted Strategy Imperatives Implementation	Percentage on implementation / risk turnaround strategy	100%	R0.00	Stand-alone	10%	Risk Monitoring Register	Ensure full implementation of all approved risk mitigation and turnaround actions within agreed timelines. Progress must be tracked monthly, and no outstanding high-risk items should remain unresolved beyond agreed deadlines.	100%	100%	100%	100%	100%

100%

- 3.1 Basic Service Delivery.
- 3.2 Municipal Institutional Development and Transformation.
- 3.3 Local Economic Development
- 3.4 Municipal Financial Viability and Management.
- 3.5 Good Governance and Public Participation
- 3.6 Spatial development

4. Key Performance Objectives and Indicators, for the *SENIOR MANAGER: LOCAL ECONOMIC DEVELOPMENT*

The provisions and statutory time frames contained in the following legislation are required to be reported on and measured:

- 4.1 Municipal Staff Regulation 890 on September 2021
- 4.2 Local Government: Municipal performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Manager, 2006 (Regulation No. R805, dated 1 August 2006)
- 4.3 Regulation No. 796 (Local Government: Municipal Planning and Performance Management Regulations, 2001) dated 24 August 2001
- 4.4 Municipal Finance Management Act, 2003,
- 4.5 Municipal Structures Act, 1998, in particular but not limited to Section 29 and 50
- 4.6 Umzimvubu Delegation of powers, particularly, powers delegated to Chief Financial Officer
- 4.7 Municipal Systems Act, 2000, in particular, but not limited to, Chapter 6, 7 sections 66 and 71, Schedule 2

Signed and accepted by:

A.R. Makanda

Job title:

Senior Manager: LED

Date:

10/07/2026

Signed by the (**MR G.P.T. NOTA**) on behalf of the uMzimvubu Local Municipality

Manager:

10/07/2026

Date:



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PERSONAL DEVELOPMENT PLAN 2026/2027

Incumbent	Mr Azola Reginald Makanda
Employee No.	6015
Job Title	Senior Manager: Local Economic Development
Report to	Mr G.P.T. Nota Municipal Manager

1. What are the competencies required for this job (refer to competency profile of job Description)? *(As required per the advert)*

- a. Master's Degree in Development Studies
- b. Economic Sciences
- c. Grade 12
- d. Driver's License

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

- Masters Degree in Development Studies
- Economic Sciences
- Grade 12
- Drivers License

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

There are no competency gaps since I have done Agriculture as a junior degree and specialized in Strategic Management and Financial Management.

4. Actions/Training interventions to address the gaps/needs

- N/A



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

- **Phd in Public Management**

6. Actions/Training interventions to address future progression

- **Study Assistance**

7. Comments/Remarks of the Incumbent

8. Comments/Remarks of the supervisor

Agreed upon

Signature: _____

Supervisor: _____

Date: _____

Signature: _____

Incumbent: _____

Date: _____



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