

ANNEXURE C:**PERSONAL DEVELOPMENT PLAN**

MUNICIPALITY : _____
INCUMBENT : _____
SALARY : _____
JOB TITLE : _____
REPORT TO : _____

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

Degree: CIVIL Engineering
 Project Management
 Financial Management

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

Degree: CIVIL Engineering
 Project Management
 Financial Management

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

N/A

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

N/A

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

N/A

6. Actions/Training interventions to address future progression

N/A

7. Comments/Remarks of the Incumbent

8. Comments/Remarks of the supervisor

Agreed upon

Employer

Signature :

Supervisor :

Date :

Employee

Signature :

Incumbent :

Date :

Date of next review:

ANNEXURE D:**FINANCIAL DISCLOSURE FORM**

I, the undersigned (surname and initials) Mzolo D.H. of
C1687 UMLAZI TOWNSHIP, 4066 (Postal
 address) and C1687 UMLAZI TOWNSHIP, 4066
 _____ (Residential address)

employed as DIRECTOR TEAM at the NDWEDWE MUNICIPAL

Municipality 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 or entity
N/A			

2. **Directorships and Partnerships**

See information sheet: Note (2)

Name of Corporate entity, partnership or firm	Type of business	Amount of Remuneration or Income
N/A		

3. **Remunerated work outside the Municipality (As sanctioned by Council)**

See information sheet: Note (3)

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

Council sanction confirmed :

Signature of Municipal Manager : _____ Date : _____

4. **Consultancies and retainer ships**

See information sheet: Note (4)

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

5. **Sponsorships**

See information sheet: Note (5)

Source of sponsorship	Description of sponsorship	Value of sponsorship
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
N/A			



SIGNATURE OF EMPLOYEE

DATE: 8/07/2021

PLACE: ND WEDWE

OATH/AFFIRMATION

1. I certify that before administering the oath/affirmation I asked the deponent the 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

2. 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 the declaration are true".

The signature/mark of the deponent is affixed to the declaration in my presence.

 71486379
CSE
L. Gums

Commissioner of Oath / Justice of the Peace

Full first names and surname: Lungamane Gums (Block letters)

Designation (rank): Constable Ex Officio Republic of South Africa

Street address of institution: 100 main Rd, Caution Rd
Ndwendwe 4242

Date: 2021-07-30

Place: Ndwendwe Saps




CONTENTS NOTED: MUNICIPAL MANAGER

DATE: _____

INFORMATION SHEET FOR THE GENERIC FINANCIAL DISCLOSURE FORM

The following notes is a guide to assist with completing the Financial Disclosure form (Annexure A):

NOTE 1: **Shares and other financial interests**

Designated employees are required to disclose the following details with regard to shares and other financial interests held in any private or public company or any other corporate entity recognised by law:

- The number, nature and nominal value of shares of any type;
- The nature and value of any other financial interests held in any private or public company or any other corporate entity; and
- The name of that entity.

NOTE 2: **Directorships and partnerships**

Designated employees are required to disclose the following details with regard to directorships and partnerships:

- The name and type of business activity of the corporate entity or partnership/s; and
- The amount of any remuneration received for such directorship or partnership/s.

Directorship includes any occupied position of director or alternative director, or by whatever name the position is designated.

Partnership is a legal relationship arising out of a contract between two or more persons with the object of making and sharing profits.

NOTE 3: **Remunerated work outside the Municipality (As sanctioned by Council)**

Designated employees are required to disclose the following details with regard to remunerated work outside the public service:

- The type of work;
- The name and type of business activity of the employer; and
- The amount of the remuneration received for such work.

Remuneration means the receipt of benefits in cash or kind, and work means rendering a service for which the person receives remuneration.

NOTE 4: **Consultancies and retainer ships**

Designated employees are required to disclose the following details with regard to consultancies and retainer ships:

- The nature of the consultancy or retainer ship of any kind;
- The name and type of business activity, of the client concerned; and
- The value of any benefits received for such consultancy or retainer ships.

NOTE 5: **Sponsorships**

Designated employees are required to disclose the following details with regard to sponsorships:

- The source of the sponsorship;
- The description of the sponsorship; and
- The value of the sponsorship.

NOTE 6: Gifts and hospitality from a source other than a family member

Designated employees are required to disclose the following details with regard to gifts and hospitality:

- A description and the value and source of a gift with a value in excess of R350.00;
- A description and the value of gifts from a single source which cumulatively exceed the value of R350.00 in the relevant 12 month period; and
- Hospitality intended as a gift in kind.

Designated employees must disclose any material advantages that they received from any source e.g.

any discount prices or rates that are not available to the general public. All personal gifts within the family

and hospitality of a traditional or cultural nature need not be disclosed.

NOTE 7: Land and Property

Designated employees are required to disclose the following details with regard to their ownership and

other interests in land and property (residential or otherwise both inside and outside the Republic):

- A description of the land or property;
- The extent of the land or property;
- The area in which it is situated; and
- The value of the interest.