PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN:

THE MAKHUDUTHAMAGA LOCAL MUNICIPALITY AS REPRESENTED BY THE MUNICIPAL MANAGER

MOGANEDI RONALD MAISANE

AND

MATSETSE PAKENG ERAS

THE SENIOR MANAGER OF CORPORATE SERVICES (EMPLOYEE)

FOR THE FINANCIAL YEAR: 1 JULY 2024 - 30 JUNE 2025



PERFORMANCE AGREEMENT

ENTERED INTO BY AND BETWEEN:

The Makhuduthamaga Local Municipality herein represented by Moganedi Ronald Maisane in her/his capacity as the Municipal Manager

and

Matsetse Pakeng Eras Employee of the Municipality (hereinafter referred to as the Employee).

WHEREBY IT IS AGREED AS FOLLOWS:

1. INTRODUCTION

- <u>:</u> Systems Act 32 of 2000 ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties" The Employer has entered into a contract of employment with the Employee in terms of section 57(1)(a) of the Local Government: Municipal
- 1.2 an annual performance agreement within one (1) month after the beginning of each financial year of the municipality. Section 57(1)(b)(ii) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the parties to conclude
- <u>-</u>ι outcomes that will secure local government policy goals. 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

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1.4 The parties wish to ensure that there is compliance with Sections 57(4A), 57(4B) and 57(5) of the Systems Act.

2. PURPOSE OF THIS AGREEMENT

The purpose of this Agreement is to -

- 2.1 comply with the provisions of Section 57(1)(b),(4A),(4B) and (5) of the Act as well as the employment contract entered into between the parties;
- 2.2 specify objectives and targets defined and agreed with the employee and to communicate to the employer's expectations of the employee-'s and the Budget of the municipality; performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP)
- 2.3 specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;
- 2.4 monitor and measure performance against set targeted outputs;
- 2.5 job; use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her
- 2.6 in the event of outstanding performance, to appropriately reward the employee; and
- 2.7 give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service

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COMMENCEMENT AND DURATION

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- Performance Plan and Personal Development Plan shall be concluded between the parties for the next financial year or any portion thereof This Agreement will commence on the 1st of July 2024 and will remain in force until 30th June 2025 thereafter a new Performance Agreement,
- 3.2 2 Performance Plan that replaces this Agreement at least once a year by not later than the beginning of each successive financial year. The parties will review the provisions of this Agreement during June each year. The parties will conclude a new Performance Agreement and
- 3.3 This Agreement will terminate on the termination of the **Employee**'s contract of employment for any reason
- 3.4 The content of this Agreement may be revised at any time during the above-mentioned period to determine the applicability of the matters agreed
- 3.5 5 to the extent that the contents of this Agreement are no longer appropriate, the contents shall immediately be revised 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)

PERFORMANCE OBJECTIVES

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- 4.1 The Performance Plan (Annexure A) sets out-
- 4.1.1 the performance objectives and targets that must be met by the **Employee**; and
- 4.1.2 the time frames within which those performance objectives and targets must be met.
- 4.2 objectives; key performance indicators; target dates and weightings. Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include key The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the
- 4.2.1 The key objectives describe the main tasks that need to be done

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- 4.2.2 The key performance indicators provide the details of the evidence that must be provided to show that a key objective has been achieved
- 4.2.3 The target dates describe the timeframe in which the work must be achieved
- 4.2.4 The weightings show the relative importance of the key objectives to each other.
- 4.3 Integrated Development Plan. The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's

5 PERFORMANCE MANAGEMENT SYSTEM

- <u>5</u> The Employee agrees to participate in the performance management system that the Employer adopts or introduces for the Employer, management and municipal staff of the Employer.
- 5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the Employer, management and municipal staff to perform to the standards required.
- <u>5</u>.3 as applicable to the Employee The Employer will consult the Employee about the specific performance standards that will be included in the performance management system
- 5.4 employee's responsibilities) within the local government framework. The Employee undertakes to actively focus towards the promotion and implementation of the KPAs (including special projects relevant to the
- 5.5 in the Performance Agreement. The criteria upon which the performance of the Employee shall be assessed shall consist of two components, both of which shall be contained
- 5.5.1 and the Competency Requirements (CRs) respectively. The Employee must be assessed against both components, with a weighting of 80:20 allocated to the Key Performance Areas (KPAs)
- 5.5.2 Each area of assessment will be weighted and will contribute a specific part to the total score
- 5.5.3 KPAs covering the main areas of work will account for 80% and CRs will account for 20% of the final assessment.
- 5.5.4 The total score must determined using the rating calculator.

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5.6 The Employee's assessment will be based on his / her performance in terms of the outputs / outcomes (performance indicators) identified as per attached Performance Plan (**Annexure A**), which are linked to the KPA's, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee:

| 100% | Total |
|-----------|--------------------------------------------------------|
| 10% | Good Governance and Public Participation |
| 20% | Municipal Financial Viability and Management |
| 10% | Local Economic Development (LED) |
| 50% | Municipal Institutional Development and Transformation |
| 10% | Basic Service Delivery |
| Weighting | Key Performance Areas (KPA's) |

5.7 manager, must be subject to negotiation between the municipal manager and the relevant manager. In the case of managers directly accountable to the municipal manager, key performance areas related to the functional area of the relevant

5.8 Managers: job should be selected (√) from the list below as agreed to between the Employer and Employee. Three of the CRs are compulsory for Municipal The CRs will make up the other 20% of the Employee's assessment score. CRs that are deemed to be most critical for the Employee's specific

| | Knc | | | | | | | | | | | | |
|---------------|-------------------------------------------------|------------------------------------------|-------------------------|------------------|-------------------|-----------------------|-------------------|----------------------|--------------------------------|-------------------|------------------------------------|----------------------|---------------------------------------|
| Communication | Knowledge of performance Information Management | Service Delivery Analysis and Innovation | Planning and Organising | Moral Competence | CORE COMPETENCIES | Governance Leadership | Change Leadership | Financial Management | Program and Project Management | People Management | Strategic Direction and Leadership | LEADING COMPETENCIES | COMPETENCY REQUIREMENTS FOR EMPLOYEES |
| V | ~ | √ | V | ٧ | V | V | ٧ | √ | V | V | V | < | EMPLOYEES |
| 5% | 5% | 5% | 10% | 10% | 5% | 5% | 10% | 10% | 5% | 10% | 10% | WEIGHT | ā |

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| Total percentage | Client Orientation and Customer Focus(Compulsory) | LEADING COMPETENCIES | COMPETENCY REQUIREMENTS FOR EMPLOYEES |
|------------------|---------------------------------------------------|----------------------|---------------------------------------|
| , | V | ٧ | EMPLOYEES |
| 100% | 10% | WEIGHT | |

6. EVALUATING PERFORMANCE

- 6.1 The Performance Plan (Annexure A) to this Agreement sets out -
- 6.1.1 the standards and procedures for evaluating the Employee's performance; and
- 6.1.2 the intervals for the evaluation of the Employee's performance
- 6. 2 the contract of employment remains in force. Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while
- 6.3 as well as the actions agreed to and implementation must take place within set time frames. Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan
- 6.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's IDP
- 6.5 The annual performance appraisal will involve:
- 6.5.1 Assessment of the achievement of results as outlined in the performance plan:



with due regard to ad hoc tasks that had to be performed under the KPA. Each KPA should be assessed according to the extent to which the specified standards or performance indicators have been met and

(a)

- (b) An indicative rating on the five-point scale should be provided for each KPA.
- <u>ල</u> The applicable assessment rating calculator (refer to paragraph 6.5.3 below) must then be used to add the scores and calculate a final KPA score.

6.5.2 Assessment of the CRs

- (a) Each CR should be assessed according to the extent to which the specified standards have been met.
- (b) An indicative rating on the five-point scale should be provided for each CR.
- <u>ල</u> This rating should be multiplied by the weighting given to each CR during the contracting process, to provide a score.
- <u>a</u> score. The applicable assessment rating calculator (refer to paragraph 6.5.1) must then be used to add the scores and calculate a final CR

6.5.3 Overall rating

An overall rating is calculated by using the applicable assessment-rating calculator. Such overall rating represents the outcome of the performance appraisal.

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

| Level | Terminology | Description | Rating 1 2 3 4 5 |
|-------|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| ۲٦ | 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. | |
| ω | 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. | |



| | improvement. | | |
|-----------|--------------------------------------------------|---------------------|-------|
| | management efforts to encourage | | |
| | to the level expected in the job despite | | |
| | commitment or ability to bring performance up | | |
| | employee has failed to demonstrate the | | |
| | specified in the PA and Performance Plan. The | | |
| | of the performance criteria and indicators as | | _ |
| | below fully effective results against almost all | | |
| | indicates that the employee has achieved | | |
| | expected for the job. The review/assessment | performance | |
| | Performance does not meet the standard | Unacceptable | |
| | specified in the PA and Performance Plan. | | |
| | performance criteria and indicators as | | |
| | results against more than half the key | | |
| | employee has achieved below fully effective | | |
| | The review/assessment indicates that the | | 2 |
| | some of the standards expected for the job. | | |
| | for the job in key areas. Performance meets | | |
| | Performance is below the standard required | Not fully effective | |
| 1 2 3 4 5 | 10 | | |
| Rating | Description | Terminology | Level |
| | | | |

established -For purposes of evaluating the annual performance of the municipal manager, an evaluation panel constituted of the following persons must be

Executive Mayor or Mayor;

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6.7.2 6.7.3 Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;

Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council;

6.7.4 Mayor and/or municipal manager from another municipality; and

Member of a ward committee as nominated by the Executive Mayor or Mayor

6.8 For purposes of evaluating the annual performance of managers directly accountable to the municipal managers, an evaluation panel constituted of the following persons must be established -

6.8.1 6.8.2 Municipal Manager;

Chairperson of the performance audit committee or the audit committee in the absence of a performance audit committee;

Member of the mayoral or executive committee or in respect of a plenary type municipality, another member of council; and



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- 3.4 Municipal manager from another municipality.
- 6.9 The manager responsible for human resources of the municipality must provide secretariat services to the evaluation panels referred to in subregulations (d) and (e).

. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 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:

: July – September 2024

: October – December 2024

: January – March 2025

: April – June 2025

Fourth quarter

Third quarter

Second quarter

First quarter

- 7.2 The Employer shall keep a record of the mid-year review and annual assessment meetings
- 7.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance
- 7.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure "A" from time to time for operational reasons. The Employee will be fully consulted before any such change is made
- 7.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented and / or amended as the case may be. In that case the Employee will be fully consulted before any such change is made

8. DEVELOPMENTAL REQUIREMENTS

The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure B.

9. OBLIGATIONS OF THE EMPLOYER

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

10. CONSULTATION

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10.1 The Employer agrees to consult the Employee timeously where the exercising of the powers will have amongst others -



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- 10.1.1 a direct effect on the performance of any of the Employee's functions;
- 10.1.2 commit the Employee to implement or to give effect to a decision made by the Employer; and
- 10.1.3 a substantial financial effect on the Employer.
- 10.2 soon as is practicable to enable the Employee to take any necessary action without delay. The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in 10.1 as

11. MANAGEMENT OF EVALUATION OUTCOMES

- The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance.
- 11.2 performance to be constituted as follows: A performance bonus of between 5% to 14% of the total remuneration package may be paid to the Employee in recognition of outstanding
- 11.2.1 A score of 130% to 149% is awarded a performance bonus ranging from 5% to 9%; and
- 11.2.2 A score of 150% and above is awarded a performance bonus ranging from 10% to 14%
- 11.3 In the case of unacceptable performance, the Employer shall –
- 11.3.1 Provide systematic remedial or developmental support to assist the Employee to improve his or her performance; and



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

12. DISPUTE RESOLUTION

- 12.1 assessment and/ or any other matter provided for, shall be mediated by -Any disputes about the nature of the Employee's performance agreement, whether it relates to key responsibilities, priorities, methods of
- 12.1.1 The MEC for local government in the province within thirty (30) days of receipt of a formal dispute from the Employee; or
- 12.1.2 Any other person appointed by the MEC.
- 12.1.3 In the case of managers directly accountable to the municipal manager, a member of the municipal council, provided that such member was not part of the evaluation panel provided for in sub-regulation 27(4)(e) of the Municipal Performance Regulations, 2006, within thirty (30) days of receipt of a formal dispute from the employee;

Whose decision shall be final and binding on both parties.

12.2 In the event that the mediation process contemplated above fails, clause 20.3 of the Contract of Employment shall apply.

13. GENERAL

- <u>3</u> Employer. 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
- 13.2 effects of existing or new regulations, circulars, policies, directives or other instruments Nothing in this agreement diminishes the obligations, duties or accountabilities of the Employee in terms of his/ her contract of employment, or the



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

Thus done and signed at Jane furse, Makhuduthamaga Local Municipality on this day of the 1st of July 2024.

AS WITNESSES:

EMPLOYEE

AS WITNESSES:

MUNICIPAL MANAGER



MAKHUDUTHAMAGA LOCAL MUNICIPALITY

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SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN SCORE CARDS PERFORMANCE 2024/2025

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5: Good governance and public participation

Strategic objective: To promote good governance, public participation, accountability, transparency, effectiveness and efficiency.

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|----------------------------|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|
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| | 2024/2025 QUARTERLY TARGETS | QUARTER 2 | | - | customer care projects implement ed in line with the approved customer care plan | | 01 Communit y satisfaction survey conducted |
| | 2024/2025 Q | QUARTER 1 | | 01 customer | care projects implemente d in line with the approved customer care plan | | 9 |
| | ANNUAL | 2024/2025 | | 4 customer | care projects implemented in line with the approved customer care plan by 30 June 2025 | 01 | Community satisfaction survey conducted by 30 June 2025 |
| | BASELIN | | | 12 | customer care implement ation plan | New | or . |
| | KEY PERFORM | INDICATO R. | | No. of | customer care projects implemente d in line with the approved customer care plan by 30 June 2025 | No of | community satisfaction survey conducted by 30 June 2025 |
| MEAGITEAN | LE ORTECTIVE | | | To improve | service delivery through customer engagements platforms | • | |
| PRO.TEC | | | | Develop | care implemen tation plan | | |
| DIRECTO | RATE | | | Corporate | | | |
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| 2024/2025 QT | QUARTER 1 | | 0 | |
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KPA 6: MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT

Strategic objective: To promote effective, efficient municipal administration, and governance through application of credible

| eggin approved municipal systems/ processes | Adjusted Targets | |
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| | Services | Occupati onal Health and safety services | | services to all deserving municipal employees each year by 30 June 2025 | surveillance report generated | occupational health and safety services to all deserving municipal employees each year by 30 June 2025 | occupational health and safety services to all deserving municipal employees each year | occupational health and safety services to all deserving municipal employees each year | occupation al health and safety services to all deserving municipal employees each year | occupati onal health and safety services to all deservin g municip | OHS reports | R2 600 | 969 |
| | Corporat | Provies | | | | | | | | employe es each | | | |
| | e services | n of human resource develope d and organisa tional | 10 provide skilled and capable workforce to gupport | No of HRD & organasational design reports generated by 30 June 2025 | 04 training report generated | 04 HRD & organasatio onal design reports | 01 HRD & organasatio and design reports generated | 01 HRD & organasatio nal design reports | 01 HRD & organasati onal design reports generated | ol HRD & conganasa tional design reports | Training Reports | R1 500 | %9 |

| | - C | LE OBJECTIVE | PERFORMANC E INDICATOR | BASELINE | 2024/2025 ANNUAL | 2024/2025 | 2024/2025 QUARTERLY TARGETS | TARGETS | | MEANS | ANNUAL | WEIGHT |
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| MTO Corporat D 05 e | 42 | To provide academic | No of External Bursary find | 04 of | 04 External | 01 External | 0115-46-11 | | | | | |
| Services | Funds | support to student and employees for higher education | reports generated by 30 June 2025 | Bursary fund reports | | Bursary fund reports generated | Bursary fund reports generated | U.I. External Bursary fund reports generated | 01 External Bursary fund reports | Bursary | R3 080 | %2 |
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| TO Corporat | Immlowe | F | | - | 0707 | | | | generate | | | |
| D 06 e Services | Implementation of Perform ance manage ment system | To Improve municipal performance and service delivery. | % of Performance agreement signed by 30 June 2025 (total number of employees appointed /Total number of employee signed agreements) | New 10 indicator ag sig sig Jun toot toot nu nu nu application and application | 30 · · · · · · · · · · · · · · · · · · · | 100% of 0 Performance agreement signed | 0 | | | Report/list of employee signed | R0.00 | %8 |
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| O 0 0 Derformanc e assessment s conducted by 30 June 2025 (Mid-year 2024/2025) and 0.1 2023/2024 annual) O 0 0 60% of funded Revacant n posts as at the beginnin g of financial year filled in line with the approved Organisa tional | Š | TORAT E | C PROJE | MEASURAB LE OBJECTIVE | KEY PERFORMANC E INDICATOR. | BASELINE | 2024/2025 ANNUAL TARGETS | 2024/2025 Q | 2024/2025 QUARTERLY TARGETS | FARGETS | | MEANS | ANNUAL | WEIGHT | |
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| Number of assessments New O2 O2 O2 O3 O3 O3 O4 O3 O4 O3 O4 O3 O4 O4 | | | | | | | signed | | | | | | (R '000') | | |
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| workforce filled in line with the approved the approved of the | | Services | | | + | _ | unded | • | 0 | | - | | 1 | 20/ | |
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| approved Organisatio nal structure (total number of vacant positions | | | | nu | unber of funded | | ear filled in | - 2 5 | | | eginnin e | | | | |
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| nal structure (total number of vacant positions | | | | Vac | cant position | . O | rganisatio | | | - A | ear | | | | |
| structure (total number of vacant positions | | | | as | at beginning of | na | rl | | | ₽ | lled in | - | | - | |
| number of vacant positions | | | | 30 | June 2025. | st: (to | ructure | | | 11 43 | ne with | | | | |
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SIGNATURES

Senior Manager Corporate Service's Signature: TMM = | S2 | 12

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