

PERSONAL DEVELOPMENT PLAN

MUNICIPALITY : KWADUKUZA MUNICIPALITY
INCUMBENT : MR SC VIRAMUTHU
SALARY : R _____
JOB TITLE : EXECUTIVE DIRECTOR : COMMUNITY SAFETY
REPORT TO : MUNICIPAL MANAGER

1. **What are the competencies required for this job (refer to competency profile of job description)?**
B.Degree, Management experience, Local Government experience, Computer Literate, Financial Management, Strategic Leadership, knowledge in law enforcement, Disaster Management, Fire and emergency
2. **What competencies from the above list, does the job holder already possess?**

National Diploma Municipal Policing and Traffic Management, B. Tech.Degree in Town and Regional Planning, 5 years management experience, National Certificate: Municipal Finance Management, Computer Literate.
3. **What then are the competency gaps? (If the job holder possesses all the necessary competencies, complete No's 5 and 6.)**
Strategic Leadership, B.Degree in Law Enforcement/Disaster Management
4. **Actions/Training interventions to address the gaps/needs**
Training needs for 2017/2018 , Strategic Leadership ,Advanced Computer Skills, Law Enforcement Degree,
5. **Indicate the competencies required for future career progression/development**
Strategic Leadership ,Advanced Computer Skills, Disaster Management
6. **Actions/Training interventions to address future progression**
Strategic Leadership ,Advanced Computer Skills, Disaster Management
7. **Comments/Remarks of the Incumbent**
I would appreciate the opportunity of being trained in the following,
Strategic Leadership ,Advanced Computer Skills, Law Enforcement Degree, Disaster management, Fire and emergency management
8. **Comments/Remarks of the supervisor**

②
N

Agreed upon

Signature :



Supervisor :

N S MRAICOM

Date :

30/06/2017

Signature :



Incumbent :

S. C. UIRAMUTTU.

Date :

30/06/2017

Date of next review :

N S


SKILLS DEVELOPMENT PLAN

EMPLOYEE NAME: SC VIRAMUTHU
POSITION: ED : COMMUNITY SAFETY

Skills/ Performance Gap	Outcomes expected	Suggested training and/or development activity	Proposed time frames	Work opportunity available/created to allow practice of skill	Support person/ mentor
1.Strategic Leadership	Strategic Manager	Strategic Leadership Course	3 months	Yes	
2.Financial Management	Good financial management	Financial Management for non finance managers	3 months	Yes	
3.Disaster Management	Applies knowledge to work environment	Disaster Management	3 months	Yes	
4.Law Enforcement	Applies knowledge to work environment	Law enforcement t studies	3 Years	Yes	
5.Fire Technology	Applies knowledge to work environment	Fire Technology	2 Years	Yes	

SIGNATURE : _____

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