



## PERSONAL DEVELOPMENT PLAN

Entered by and between

**METSIMAHOLO LOCAL MUNICIPALITY**  
“The Employer”  
Represented by:

**Mr Fusi John Motloung**  
(Municipal Manager)

and

**Ms. Moyagabo Kelly Tlhapane**  
**Director: Economic Development and Planning**  
(Employee)

W.K.I.

**Compiled and Updated on (Date): July 2026**

| 1. Competencies required for the Job                                                                                                                   |                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                  |                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------|
| Higher Education Qualification                                                                                                                         |                                                                                                                              | BA Economic Development/Bachelor of Science Degree in Building Sciences/ Architect/ Bachelor's Degree in Town and Regional Planning or Development Studies or equivalent                                                                                                                                                                                                                                                                                                                                        |                                                                  |                                                     |
| Work Related Experience and Knowledge (Years of Experience)                                                                                            |                                                                                                                              | <ul style="list-style-type: none"> <li>• 5 years of experience at middle management level, and</li> <li>• Have proven successful professional developmental/town and regional planning experience.</li> </ul>                                                                                                                                                                                                                                                                                                   |                                                                  |                                                     |
| Type of Knowledge                                                                                                                                      |                                                                                                                              | <ul style="list-style-type: none"> <li>• Good knowledge and understanding of relevant policy and legislation</li> <li>• Good knowledge and understanding of institutional governance systems and performance management</li> <li>• Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No 05 of 2000)</li> <li>• Knowledge of geographical information system and</li> <li>• Knowledge of spatial, town and development planning.</li> </ul> |                                                                  |                                                     |
| Added Advantage                                                                                                                                        |                                                                                                                              | <ul style="list-style-type: none"> <li>• Registration with a relevant body</li> <li>• Postgraduate Qualification</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                     |                                                                  |                                                     |
| 2. What competencies from the above list, does the job holder already possess?                                                                         |                                                                                                                              | Masters Degree Town and Regional Planning                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                  |                                                     |
| 3. What then are the competency gaps? <i>Incl. CBA outcomes</i><br>(If the job holder possesses all the necessary competencies, complete no. 5 and 6.) | 4. Actions/ Training interventions to address the gaps/needs<br>(If the job holder possesses all the necessary competencies, | 5. Indicate the competencies required for future career progression/ development                                                                                                                                                                                                                                                                                                                                                                                                                                | 6. Actions/ Training interventions to address future progression | 7. Suggested training and / or development activity |
|                                                                                                                                                        | 6.)                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                  |                                                     |
|                                                                                                                                                        |                                                                                                                              | 8. Comments/ Remarks of the Incumbent                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                  |                                                     |

*Y. V. T.*

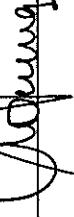
|                                                                                                                                                                                                    | complete no. 5<br>and 6.) |                           |                        |                                                |    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------------------|------------------------|------------------------------------------------|----|
| 1. As a Bid<br>Adjudication<br>Committee (BAC)<br>member more<br>training is needed<br>on SCM to be more<br>informed and<br>efficient to<br>successfully deliver<br>in the role as a<br>BAC member | 1. SCM Training           | 2. Woman in<br>Leadership | 1. Woman in Leadership | 1. Advanced<br>Diploma: Woman<br>in Leadership | 1. |
| 2. Training on Labour<br>Law (e.g., clear<br>roles and<br>responsibility) as<br>far as disciplinary<br>processes are<br>concerned<br>(Presiding/<br>Prosecuting)                                   | Labour Law                |                           |                        |                                                |    |
| 9. Comments/ Remarks of the<br>Supervisor                                                                                                                                                          |                           |                           |                        |                                                |    |

Employee/Delegate: Ms MK Tihapane

Signature:   
Date: 27/07/2026

Date of next review: July 2027

Supervisor/Employer: Mr FJ Motlounq

Signature:   
Date: 20/06/2028