



PERSONAL DEVELOPMENT PLAN

Entered by and between

METSIMAHOLO LOCAL MUNICIPALITY
"the Employer"

Represented by:

Mr. Fusi John Motloung
(Municipal Manager)

and

Mr. Mmedi David Moshodi
Director Social Services – Acting
(Employee)

Compiled and updated on (Date): July 2027

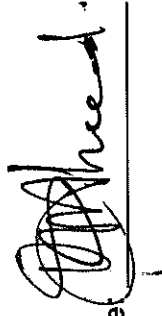
1. Competencies required for the Job	
Higher Education Qualification	Bachelor Degree in Social Sciences/ Public Administration/ Law or equivalent
Work Related Experience and Knowledge (Years of Experience)	• 5 years of experience at middle management level, and • Have proven successful institutional transformation within public or private sector.
Type of Knowledge	• Good knowledge and understanding of relevant policy and legislation • Good knowledge and understanding of institutional governance systems and performance management • Understanding of council operations and delegation of powers, as well as: - Health service management - Cemetery management - Public safety and - Parks and recreation management
Added Advantage	Registration with the South African Council for Social Service Professionals (SACSSP)
2. What competencies from the above list, does the job holder already possess?	The job holder currently possesses the following competencies: • Higher Education Qualification: Holds a Postgraduate Diploma in Project Management, which is a higher qualification than the required Bachelor's degree and is considered an equivalent (and advantageous) qualification. • Work Experience: ◦ Middle Management Experience: Exceeds the requirement with 17 years of experience, with a significant portion in a managerial capacity. ◦ Institutional Transformation: Proven successful transformation experience within the public sector, demonstrated through the digitization of a key administrative process (e.g., Parks booking system) and the successful implementation of a new performance management system for the department, which improved service delivery efficiency by 15%.

3. What then are the competency gaps? <i>Incl. CBA outcomes</i> (If the job holder possesses all the necessary competencies, complete no. 5 and 6.)		4.Actions/Training interventions to address the gaps/needs (If the job holder possesses all the necessary competencies, complete no. 5 and 6.)	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	8. Comments/Remarks of the Incumbent
The following competency gaps have been identified, linked to the Critical Behavioural Attributes (CBA) required for the role. These gaps are notable because my experience is highly specialized in one area (Parks) while the broader role requires a more diverse operational understanding. The registration is a specific requirement for certain social service roles. While not		1. Stakeholder Engagement: Request to be a permanent attendee at the Joint Operations Committee (JOC) meetings to gain a deeper understanding of public safety coordination. 2. Briefing Sessions: Schedule formal briefing sessions with the heads of Fire, Disaster Management, and By-law Enforcement to understand their operational structures and how they intersect with Parks Application: Determine your eligibility and apply for registration with the South African Council for Social Service	To prepare for the next career step (e.g., Director of Community Services, Municipal Manager, or a senior strategic role), I will need to develop my: • Strategic Leadership & Vision: Moving beyond operational management to developing long-term, city-wide strategies that integrate all community services. • Advanced Financial Acumen: Ability to	1. Mentorship: Seek formal mentorship from an experienced Municipal Manager or City Manager. 2. Council Exposure: Volunteer to present departmental reports or high-profile project updates directly to the Council's over 1. Identify and formally mentor 1-2 high-potential staff members in your department. 3. Attend a workshop on "Talent Management and Succession Planning in the Public Sector."rsight com1. Attend a course on "Public Sector Financial Strategy and Budgeting." 4. Actively participate in the development of the next Medium-Term Revenue & Expenditure Framework (MTREF) for your division to	• Municipal Health Service Manage "Municipal Health Service Management" (External Provider) • "Cemetery & Crematoria Operations and Management" (External Provider) • "Public Sector Financial Strategy and Budgeting" (External Provider) • "Talent Management and Succession Planning" (External Provider)	I accept the assessment above. The gaps identified are accurate and highlight the areas I need to focus on to broaden my skillset beyond my specialized experience in Parks and Recreation management. I acknowledge that my 17 years of experience have given me deep expertise in one area, and I am

mandatory, its absence is a gap against the "Added Advantage" criterion.	Professionals (SACSSP). Given your degree is in Project Management, you may need to provide evidence of relevant modules. If not eligible, consider a short course in Social Work/Services to meet criteria.	manage large, multi-departmental budgets, engage in long-term financial modeling, and secure alternative funding sources (e.g., grants, PPPs).	gain experience beyond departmental budgeting.mittees.	• Executive Education: Senior Leadership Program (e.g., at a recognized business school). • On-the-Job / Experiential: • Job shadowing in Health and Cemetary departments. • Regular attendance at Joint Operations Committee	keen to develop a more holistic understanding of the other key services (Health, Cemeteries, and Public Safety) to be more effective in my current role and prepare for future senior leadership opportunities. I am particularly interested in the job shadowing and mentoring opportunities, as I believe practical exposure is crucial. I am also committed to exploring the SACSSP registration to enhance my professional standing.
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9. Comments/Remarks of the Supervisor	
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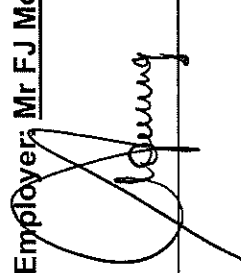
Employee/ Delegate: Mr. MD Moshodi

Signature: 

Date: 27/07/2026

Date of next review: July 2028

Supervisor/Employer: Mr FJ Motloung

Signature: 

Date: 2026/07/28