



# PERFORMANCE MANAGEMENT SYSTEM

## FIRST BIENNIAL ASSESSMENT

<b>Period Under Review :</b>	2025/2026 First Biannual Assessment	<b>Date Approved (Agreement) :</b>	2025-May-27 09:06 AM
<b>Date Approved (Assessment) :</b>	2025-Oct-17 11:06 AM	<b>Employee Name :</b>	Serame Patrick Ngoakomonye
<b>Employee Persal Number :</b>	70755361	<b>Employee Designation :</b>	Senior State Accountant
<b>Supervisor Name :</b>	Jolene Davies	<b>Branch Name :</b>	Financial Management Services (CFO)
<b>Component Head :</b>	Neo Brian Leshabane		

Period of Agreement : 01-APR-2025 To 31-MAR-2026

### Section C: Key Performance Areas (Not a List of Tasks)

Weight Total : 100

#### 1 KPA

**KPA Weight :**  
30

**Batho Pele Principle :**  
Consultation, Service Standards, Access, Information, Openness And Transparency, Value For Money,

**KPA :**  
Authorizing of Travel & Subsistence domestic

**Self Rating:**  
3) Fully Effective (On Target)

**Supervisor Rating:**  
3) Fully Effective (On Target)

**Supervisor Comments :**  
Official performance satisfactorily

#### View KPI's

#### 1 KPI

**KPI :**  
Verified claims in accordance with DFFE policy and the internal Process, DPSA Circular

**Annual Target :**  
100% Verified claims in accordance with DFFE policy and the internal Process, DPSA Circular. Ensuring date advance is returned within timeframe of policy for Domestic 10 and overseas 20..

**Quarter 1 Target/ Key Activities :**  
Monitoring and support the T&S office with matters arising. Verifying the T&S advance Dom account and ensuring the reconciliation of the suspense is submitted after closure within 10 working days and report on the outstanding advance not cleared. Authorizing claims on Persal.

**Quarter 2 Target/ Key Activities :**  
Monitoring and support the T&S office with matters arising. Verifying the T&S advance Dom account and ensuring the reconciliation of the suspense is submitted after closure within 10 working days and report on the outstanding advance not cleared. Authorizing claims on Persal.

**Quarter 3 Target/ Key Activities :**

Monitoring and support the T&S office with matters arising. Verifying the T&S advance Dom account and ensuring the reconciliation of the suspense is submitted after closure within 10 working days and report on the outstanding advance not cleared. Authorizing claims on Persal.

**Quarter 4 Target/ Key Activities :**

Monitoring and support the T&S office with matters arising. Verifying the T&S advance Dom account and ensuring the reconciliation of the suspense is submitted after closure within 10 working days and report on the outstanding advance not cleared. Authorizing claims on Persal.

**Resource Requirements & Enabling Conditions :**

Systems Bas and Persal, Inputs from National treasury, PFMA, Policy and internal process manuals, Internet, copy/scan machine and printer

**Progress/Challenges/Achievements :**

What was achieved? Mr Ngoakomonye ensured that S&T claims are checked and verified before authorising, All claims completed correctly paid within the time frame, with compliance to PFMA , treasury regulations , effective control measures and adherence to all policies as well as Financial Consolidate monthly reporting and safe keeping of documents. Was the target exceeded? Mr Ngoakomonye managed to Authorize claims and the annual estimated target was 2000. Total Approval = 1035 claims. Was the additional work done? Mr Ngoakomonye receive S&T claims from cape town office which are older than three months and administer for CFO approval and post back to Cape Town finance office. Were there challenges and how were they resolved? T&S section has problems with filling, and this becomes a challenge in filling documents and the problem is not addressed. This makes the job more difficult. The merge with forestry has increased the work volume and the number of employees has not increased that resulted in addition effort to be made to be able to achieve the excellent result

**2 KPA****KPA Weight :**

25

**Batho Pele Principle :**

Consultation, Service Standards, Access, Information, Value For Money,

**KPA :**

Authorizing of Travel and Subsistence foreign

**Self Rating:**

4) Highly Effective (Target Exceeded/&Additional work)

**Supervisor Rating:**

4) Highly Effective (Target Exceeded/&Additional work)

**Supervisor Comments :**

Official performance satisfactorily

**View KPI's****1 KPI****KPI :**

Verified claims in accordance with DFFE policy and the internal Process, DPSA Circular

**Annual Target :**

100% Verified claims in accordance with DFFE policy and the internal Process, DPSA Circular. Ensuring date advance is returned within timeframe of policy for Domestic 10 and overseas 20..

**Quarter 1 Target/ Key Activities :**

Monitoring and support the T&S office with matters arising. Verifying the T&S advance Dom account and ensuring the reconciliation of the suspense is submitted after closure within 10 working days and report on the outstanding advance not cleared. Authorizing claims on Persal.

**Quarter 2 Target/ Key Activities :**

Monitoring and support the T&S office with matters arising. Verifying the T&S advance Dom account and ensuring the reconciliation of the suspense is submitted after closure within 10 working days and report on the outstanding advance not cleared. Authorizing claims on Persal.

**Quarter 3 Target/ Key Activities :**

Monitoring and support the T&S office with matters arising. Verifying the T&S advance Dom account and ensuring the reconciliation of the suspense is submitted after closure within 10 working days and report on the outstanding advance not cleared. Authorizing claims on Persal.

**Quarter 4 Target/ Key Activities :**

Monitoring and support the T&S office with matters arising. Verifying the T&S advance Dom account and ensuring the reconciliation of the suspense is submitted after closure within 10 working days and report on the outstanding advance not cleared. Authorizing claims on Persal.

**Resource Requirements & Enabling Conditions :**

Systems Bas , Inputs from National treasury, PFMA, Policy and internal process manuals, Internet, copy/scan machine and printer

**Progress/Challenges/Achievements :**

What was achieved? Mr Ngoakomonye ensured that Claims submitted for verification and authorisation were processed within time frame also ensured quality and compliance to PFMA, Treasury Regulations, effective control measures and adherence to all policies as well as Financial delegations . Was the target exceeded? Mr Ngoakomonye managed to Authorize: claims and the annual estimated target was 2000 Total approval 1035. Was the additional work done? Since the merge of forestry, fisheries with environment. The work volume increased, and no additional authorizer was added Mr Ngoakomonye had to add more effort to be able to meet the run deadlines for payment turn around within three days. The introduction of actual expenditure on meals added which requires more time to check to ensure correct items are paid and avoid audit findings Were there challenges and how were they resolved? International claims require a detailed information, and, in most cases, official disclose wrong information. Mr Ngoakomonye always T&S section has problems with filling, and this becomes a challenge in filling documents and the problem is not addressed. This makes the job more difficult. The merge with forestry has increased the work volume and the number of employees has not increased that resulted in addition effort to be made to be able to achieve the excellent result. Even when the is overtime hours not enough to cover the whole month overtime last only two week the rest its additional from the employee to address backlog challenges.

**3 KPA****KPA Weight :**

25

**Batho Pele Principle :**

Service Standards, Access, Information, Openness And Transparency, Value For Money,

**KPA :**

Administer Travel & subsistence advance/sundry payments / Authorizing journals

**Self Rating:**

4) Highly Effective (Target Exceeded/&Additional work)

**Supervisor Rating:**

4) Highly Effective (Target Exceeded/&Additional work)

**Supervisor Comments :**

Official performance satisfactorily

**View KPI's****1 KPI****KPI :**

Manage of reconciliation of monthly reports and repot by the 10 of every month. Accurate information Advance and claims should be compiled according to T&S policy Correction of allocation

**Annual Target :**

100% Manage of reconciliation of monthly reports and repot by the 10 of every month.

**Quarter 1 Target/ Key Activities :**

Ensure that S&T advances and payments are checked and verified before authorising Ensure that payments are paid within time frame Clearing of Suspense Account. Ensure the quality of payments. If transaction was allocated wrongly , journal should be processed Ensure that regions/province follow Correct process compliance to PFMA, Treasury Regulations, effective control measures and adherence to all policies as well as Financial delegations.

**Quarter 2 Target/ Key Activities :**

Ensure that S&T advances and payments are checked and verified before authorising Ensure that payments are paid within time frame Clearing of Suspense Account. Ensure the quality of payments. If transaction was allocated wrongly , journal should be processed Ensure that regions/province follow Correct process compliance to PFMA, Treasury Regulations, effective control measures and adherence to all policies as well as Financial delegations.

**Quarter 3 Target/ Key Activities :**

Ensure that S&T advances and payments are checked and verified before authorising Ensure that payments are paid within time frame Clearing of Suspense Account. Ensure the quality of payments. If transaction was allocated wrongly , journal should be processed Ensure that regions/province follow Correct process compliance to PFMA, Treasury Regulations, effective control measures and adherence to all policies as well as Financial delegations.

**Quarter 4 Target/ Key Activities :**

Ensure that S&T advances and payments are checked and verified before authorising Ensure that payments are paid within time frame Clearing of Suspense Account. Ensure the quality of payments. If transaction was allocated wrongly , journal should be processed Ensure that regions/province follow Correct process compliance to PFMA, Treasury Regulations, effective control measures and adherence to all policies as well as Financial delegations.

**Resource Requirements & Enabling Conditions :**

Systems Bas , Inputs from National treasury, PFMA, Policy and internal process manuals, Internet, copy/scan machine and printer

**Progress/Challenges/Achievements :**

What was achieved? Mr Ngoakomonye ensured that S&T advances and Payments are checked and verified before authorising and paid within time frame and cleared the relevant suspense account. Mr managed to Authorize. Was the target exceeded? Yes Target: 50 Above Target: 200 claims processed. Was the additional work done? Mr Ngoakomonye always willing to Assist with authorization of Creditors Payment when requested by supervisor and that shows how he is willing to assist other section with work. He authorized an urgent payment after working hours when requested to assist by Mr Leshabane Due to unavailability of Creditors authorizers. Captured by Tumelo Mr SP Ngoakomonye ensured that all advance and payments are processed on time and within the policy with correct supporting document and calculation. Mr SP Ngoakomonye also send emails to officials reminding them to submit the due T&S claims with advance before deducting from officials' salary Since the merge of forestry, fisheries with environment. That increased the volume of work where he had to authorize forestry claims due to forestry finance not having access to system Were there challenges and how were they resolved? Mr Ngoakomonye always received late request for advance payment making it difficult to comply with the policy were T&S Advances are submitted late as not per policy it must be 5 days before travel. Mr Ngoakomonye will request employees to submit reasons why is late increasing more admin work as he must authorize other claims and affect his daily work plan. +- 14 request. Journal correction done to correct allocations. Ensured Batches submitted to bookkeeping in time.

**4 KPA****KPA Weight :**

20

**Batho Pele Principle :**

Consultation, Access, Information, Openness And Transparency, Value For Money,

**KPA :**

Administer DIRCO accounts /Suspense

**Self Rating:**

3) Fully Effective (On Target)

**Supervisor Rating:**

3) Fully Effective (On Target)

**Supervisor Comments :**

Official performance satisfactorily

**View KPI's****1 KPI****KPI :**

Compliance of reconciliation report and ensuring that the signed note 34 is submitted by the 7th of every month to National Treasury.

**Annual Target :**

100% Compliance of reconciliation report by the 7th of every month to National Treasury.

**Quarter 1 Target/ Key Activities :**

Prepare payments analysis report on Excel. Checking and verifying the transaction on Bas and Logis are captured correctly and are balancing. Prepare NT note 34 report and obtain inputs from Head office and regional office inland and coastal Regarding the invoice over 30 days not paid. Receive accounts from Dirco Clearing of suspense Verify and reconcile Ensure correctness

**Quarter 2 Target/ Key Activities :**

Prepare payments analysis report on Excel. Checking and verifying the transaction on Bas and Logis are captured correctly and are balancing. Prepare NT note 34 report and obtain inputs from Head office and regional office inland and coastal Regarding the invoice over 30 days not paid. Receive accounts from Dirco Clearing of suspense Verify and reconcile Ensure correctness

**Quarter 3 Target/ Key Activities :**

Prepare payments analysis report on Excel. Checking and verifying the transaction on Bas and Logis are captured correctly and are balancing. Prepare NT note 34 report and obtain inputs from Head office and regional office inland and coastal Regarding the invoice over 30 days not paid.

**Quarter 4 Target/ Key Activities :**

Prepare payments analysis report on Excel. Checking and verifying the transaction on Bas and Logis are captured correctly and are balancing. Prepare NT note 34 report and obtain inputs from Head office and regional office inland and coastal Regarding the invoice over 30 days not paid. Receive accounts from Dirco Clearing of suspense Verify and reconcile Ensure correctness

**Resource Requirements & Enabling Conditions :**

Systems Bas and Excel Inputs from National treasury, PFMA, Policy and internal process manuals, Internet, copy/scan machine and printer

**Progress/Challenges/Achievements :**

What was achieved? Reconciled all invoices received from DIRCO. Verify and reconcile Journal processed to the correct allocation Was the target exceeded? Payment processed to DIRCO Was the additional work done? Mr Ngoakomonye assisted Salaries in doing petty cash inspection and payroll verification at the regions. Which he was asked to assist and is for different section and not part of his job description thru his dedication he executed the duties with excellence. Additionally Mr Ngoakomonye was asked to assist with IPMS development which took a lot of time because of long meetings and he still managed to do both task with excellence and beyond expectation Invoices mostly are received in foreign language making it difficult for Mr. Ngoakomonye to translate, he has to use internet to translate and takes more time and Mr. Ngoakomonye end up working until late in order for him to reconcile invoices correctly. DIRCO always change staff and that has a huge impact on the reconciliation process because Mr Ngoakomonye has to adapt into working with a new person an explaining the Reconciliation process over again on DEA side. Were there challenges and how were they resolved? Mr Ngoakomonye always receive Invoice from DIRCO late and this has an impact in the reconciliation process.

KPA's overall contribution weight = 100%

## Section F: Personal Development Plan

### PERSONAL DEVELOPMENT PLAN

**PDP**

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**Competency To Be Addressed :**

None

**Proposed Actions :**

None

**Responsibility :**

None

**Training Attended :**

No

**Training Completed Date :****Target Date :**

21-May-2025


**Expected Outcome :**

None

### Overall Comments

**Supervisor Overall Comments :**

Official performance satisfactorily

 Completed