



## PERFORMANCE CONTRACT AGREEMENT

### MEMORANDUM OF AGREEMENT OF APPOINTMENT made and entered into by and between

MINORITY FRONT

herein represented by Mrs Shameen Thakur-Rajbansi – Leader of MF

and

Candidate Name: \_\_\_\_\_

IDENTITY NO: \_\_\_\_\_

### SCHEDULE

1. **PARTIES**

1.1 **MINORITY FRONT**

(Hereinafter referred to as the **Party**)

1.2 **Candidate Name**

(Hereinafter referred to as the **Candidate**)

## 2. PURPOSE

The purpose and intention of this agreement is:

- i. So that the **Party** and the **Candidate** can set and agree upon accepted minimum standards with respect to any Minority Front public office post/seat that the **Candidate** may occupy or be appointed to by virtue elections, lists, replacements, deployments or any other method used to appoint the **Candidate**
- ii. So that the **Party** and the **Candidate** can agree upon accountability and responsibility
- iii. So that the **Party** and the **Candidate** can develop a plan to identify performance gaps and remedial measures.
- iv. To monitor and measure performance against set targeted outputs
- v. To use the performance agreement as a basis for assessing whether the Candidate has met performance expectations
- vi. In the event of under-performance or non-performance to use the performance agreement as a way of correcting the Candidate or removing the Candidate from Public Office

## 3. AGREED PROCESS

The Party and the Candidate both agree that the performance of the Candidate shall be measured or determined by **Key Performance Areas (KPA)** as set out in **Annexure A**, attached hereto. Assessment of the KPA's shall be undertaken by the party leader or any selection committee appointed by the party leader, who shall decide on the outcome of the candidates KPA's.

## 4. METHOD

The Candidate's performance may be assessed:

- i. Quarterly from date of appointment.
- ii. Annually from date of appointment.

Each **KPA** will be assessed out of a score of 5 points, giving a total of 25 points for all **KPA's** and rated on a scale of 1 to 5 as follows:

Performance Rating	Score
Unacceptable Performance	1
Not Fully Effective Performance	2
Effective Performance	3
Performance Above Expectations	4
Outstanding Performance	5

The score for each KPA will be combined to give a final total score for the Candidate, rated on the 1 to 5 scale as follows:

Performance Rating	Score
Unacceptable Performance	4
Not Fully Effective Performance	8
Effective Performance	12
Performance Above Expectations	16
Outstanding Performance	20

The Candidates Annual Performance Assessment shall guide the revised performance contract.

## 5. RECOURSE FOR UNDER-PERFORMANCE OR NON-PERFORMANCE

Candidates who do not improve an overall **Not Fully Effective Performance** rating for 2 consecutive quarters will be subject to remedial corrective measures

Candidates who do not improve an overall **Unacceptable Performance** rating for 2 consecutive quarters can be removed from public office by the Party Leader.

## 6. GENERAL

- i. The Party reserves the right to amend the performance contract from time to time.
- ii. The Candidate may be requested to enter into a revised Performance Contract on an annual basis or on an ad-hoc basis when requested by leadership.
- iii. It is not a requirement to conduct an ad-hoc performance review in order to revise a Performance Contract
- iv. Any revised contract does not replace or null and void the original contract, all terms and conditions of the original contract remain in effect unless specifically amended in the revised performance contract.
- v. Any amendment to the original performance contract must be set out specifically under the section Amendments, with a copy of the original contract attached as an annexure.

THUS DONE AND SIGNED BY THE PARTIES ON THE DATES AND AT THE PLACES SET OUT  
HEREUNDER SUBJECT TO THE INCLUSION OF ANNEXURE A

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**Candidate**

Place:

Date:

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**Mrs S. Thakur-Rajbansi**

Leader – Minority Front

Place:

Date:

**ANNEXURE A: Key Performance Areas**

<b>Key Performance Areas (KPA)</b>	<b>Candidate Score</b>	<b>Total Score</b>
<b>Council or Parliamentary meetings and work</b>		<b>5</b>
<b>Field Work in designated areas</b>		<b>5</b>
<b>Council or Constituency Office Work</b>		<b>5</b>
<b>Media Coverage</b>		<b>5</b>
<b>Total</b>		<b>20</b>