



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

Private Bag X9137, PIETERMARITZBURG, 3200

Performance Management

NED Building 228 Pietermaritz Street, Pietermaritzburg, 3201

Tel: 033 846 5533 Fax: 033 846 5557

ENQUIRIES: MR. A.B. Zwane

To: Deputy Directors – General
Chief Directors
Directors – Head Office
District Directors
CES: Circuit Management
Circuit Managers
Head of Sections / Components
Principals of Schools

HRM CIRCULAR NO. 13 OF 2022

SUBJECT: SUBMISSION OF ANNUAL PERFORMANCE ASSESSMENT FOR 01 APRIL 2021 TO 31 MARCH 2022 PERFORMANCE CYCLE AND PERFORMANCE AGREEMENTS FOR 01 APRIL 2022 TO 31 MARCH 2023 PERFORMANCE CYCLE FOR PUBLIC SERVICE PERSONNEL (SL 1-12)

1. The Employee Performance Management and Development System (EPMDS) for Public Service has reference.
2. It is mandatory for all Public Service Personnel (SL 1-12) to be assessed irrespective of whether or not they are on the maximum notch of their salary level. For this purpose, all employees who have completed continuous period of 12 months' service as at 01 April 2021 are eligible for Performance Assessments. Should eligible Public Service Personnel fail to submit Annual Performance Assessments/Performance Agreements without showing good cause may result in nonpayment of performance incentives and consequently appropriate disciplinary action would be instituted against them and their supervisors.
3. Once the supervisor and the supervisee have agreed upon the scoring and signed the assessment documents, these will go through the line function to the next level supervisor for agreement. This can contribute to a consistent and fair performance management and assessment process, thus ensuring that the performance standards across their responsibility areas are met and maintained.



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4. Annexure F should be utilized for the submission of Annual Assessment for Public Service Personnel and Annexure A for Performance Agreement. The Performance Agreement Annexures include the Work Plan (Annexure B) and the Personal Development Plan (Annexure D).
5. All supervisors of Public Service Personnel are to ensure that the assessment documents in respect of all personnel within their Directorates/Sections are timeously completed and submitted by no later than 29 April 2022. Should these assessment documents not be received by the stipulated due date, the employees shall not qualify for incentives in the 2021/2022 assessment cycle.
6. Annual Assessment documents for Public Service Personnel (Salary Levels 1-12) should be submitted to the relevant Performance Management Components in the District Offices. For Public Service Personnel at Head Office these assessment documents must be submitted to **Ms G. Miya and Mr. S. Gwamanda, Office No. 209 and 215, Second Floor, NED Building, Pietermaritz Street.**
7. Kindly ensure that the contents of this Circular is brought to the attention of all Public Service Employees (Salary Levels 1-12).

Mr. G.N. Ngcobo

Head of Department: Education

Date: