



## KWAZULU-NATAL PROVINCE

EDUCATION  
REPUBLIC OF SOUTH AFRICA

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Performance Management

ENQUIRIES: MR. AB ZWANE

**TO:** Deputy Director-Generals  
Chief Directors and Directors  
District Directors  
CES Circuit Management  
Circuit Managers  
Head of Institutions

### HRM CIRCULAR NO 39 OF 2023

**SUBJECT: SUBMISSION OF MID-YEAR PERFORMANCE REVIEWS FOR THE PERIOD 01 APRIL 2023 TO 30 SEPTEMBER 2023 IN RESPECT OF MEMBERS OF THE SENIOR MANAGEMENT SERVICE (SMS) AND EMPLOYEES ON SALARY LEVELS 1-12 (EPMDS)**

1. The performance of Members of Senior Management Service (SMS) and Employees on salary levels 1-12 (employees appointed in terms of the Public Service Act), is managed in accordance with the Chapter 4 of the SMS Handbook (as amended) and the Employee Performance Management and Development System, respectively.
2. In terms of the requirements, both SMS Members and Employees on salary levels 1-12 are compelled to conduct Mid-Term Performance Reviews which cover the performance period from **01 April 2023 to 30 September 2023**.
3. Employees on Salary Levels 1-12 who are working in Districts must submit their Mid-Year Performance Reviews to the relevant Performance Management Components within Districts.
4. SMS Members and Public Service Employees who are stationed at Head Office must submit their Mid-Year Performance Reviews to the Directorate: Performance Management, Head Office, for the attention of **Ms Thobile Mnguni, Mr Sanele Gwamanda and Ms Gugu Miya, Room 209 / 120, 2<sup>nd</sup> floor, Ex NED Building, 228 Pietermaritz Street, Pmb.**
5. It must be noted that, it is the responsibility of both the Supervisee and the Supervisor to ensure that the Mid-Term Performance Review is conducted and submitted to the relevant Performance Management Directorate **on or before 27 October 2023**.
6. For the ease of reference kindly find attached Annexure E which must be utilised for Mid-Year Performance Reviews for Employees on SL 1-12 and also Annexure E for SMS Members.
7. All supervisors and supervisees are reminded that conducting of Mid-Term Reviews is a compulsory step towards the finalisation of 2023/2024 Annual Performance Assessments, non-compliance may result in the non-payment of performance incentives (Pay Progression) and disciplinary action may be taken against individual transgressors.
8. Kindly ensure that the contents of this circular is brought to the attention of all concerned employees (SL1-12) and SMS Members.

**Mr G.N. Ngcobo**

**Head of Department: KZN Education**

**Date:** 3/10/23