



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

OFFICE OF THE HEAD OF DEPARTMENT

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Performance Management

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ENQUIRIES: MR AB ZWANE

**To : Deputy Directors General
Chief Directors and Directors at Head Office
District Directors
CES: Circuit Management
Circuit Managers
Heads of Sections /Components
Principals of Schools**

HRM CIRCULAR NO. 05 OF 2024

**IMPLEMENTATION OF PERFORMANCE MANAGEMENT ANNUAL PLAN FOR
PUBLIC SERVICE EMPLOYEES ON SALARY LEVELS 1-12 AND OFFICE BASED
EMPLOYEES**

1. In terms of the Performance Management Systems for salary levels 1-12 and for Office Based educators, all Public Service officials and Office Based Educators must be assessed and evaluated within the period of an assessment cycle. In respect of 2023/2024 assessment cycle the process of evaluation must be undertaken in accordance with the attached Management plan.
2. All Managers and supervisors are required to ensure that the provisions of the Employee Performance Management frameworks in respect of Public Service Personnel (EPMDS policy) and Office based Employees (EMS-PMDS Policy) are strictly adhered to at various offices. The process must be managed with due regard to various activities as per the management plan with specific reference to the stipulated time frames.
3. Kindly ensure that the content of this circular is brought to the attention of all employees in the Department.

**MR GN NGCOBO
HEAD OF DEPARTMENT: KZN EDUCATION**

DATE: 26/2/24

**PERFORMANCE MANAGEMENT SYSTEMS FOR PUBLIC SERVICE EMPLOYEES ON SALARY LEVELS 1-12 AND OFFICE BASED EDUCATORS FOR 2023/2024 PERFORMANCE ASSESSMENT CYCLE.****ANNUAL MANAGEMENT PLAN**

NO.	ACTION	RESPONSIBILITY	DATE
1.	Submission of Annual Performance Appraisals 2023/2024	All employees	24 April 2024 – 3 May 2024
2.	Submission of 2023/2024 Performance Agreements	All employees	24 April 2024 – 3 May 2024
3.	IRC sitting for the validation of Performance Appraisals 2023/2024 and Performance Agreements 2023/2024	Districts Directors, Directors/ Chief Directors and DDG's	14 May 2024
4	Pre moderation - EThekweni Cluster	District Directors, Directors and Chief Directors	21 May 2024
5	Pre moderation - Pietermaritzburg Cluster	District Directors, Directors and Chief Directors	24 May 2024
6	Pre moderation - Ukhahlamba Cluster	District Directors, Directors and Chief Directors	28 May 2024
7	Pre moderation - Zululand Cluster	District Directors, Directors and Chief Directors	31 May 2024
8.	Moderation : Curriculum Management and Delivery Branch	DDG: Curriculum	4 June 2024
9.	Moderation : Finance Branch	DDG : Finance	6 June 2023
10.	Moderation : IDS Branch	DDG : IDS	12 June 2023
11.	Moderation : Corporate Management Branch	DDG : Corporate Management	14 June 2024
12.	Central Moderation Committee	All DDGs and HOD	19 June 2024
13.	Submission of memo for approval of performance incentives	Director : Performance Management	21 June 2024
14.	Payment of pay progression to Public Service Employees and Office Based Educators	Director : Performance Management	15 and 31 July 2024
15.	Submission of Half Yearly/Mid-term reviews	All supervisors and individual employees	28 October 2024