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###### KWAZULU-NATAL DEPARTMENT OF EDUCATION

**Quality Assessment Checklist for Performance Agreements of SMS member**

Name of the SMS Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PMDS Cycle: **01 April 2024 – 31 March 2025**

**Persal No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

| **No.** | **Key Element** | **Yes/No** | **Remark(s)** |
| --- | --- | --- | --- |
| 1. | **First page should indicate:** |  |  |
| * The names of the supervisor and SMS member |  |
| * Designation of the supervisor and SMS member |  |
| * Persal number of the SMS member. |  |
| * Performance cycle |  |
| * Job title |  |
| * Date for mid-year review and annual assessment |  |
| * Name of mediator |  |
| * Signature of SMS member |  |
| * Signature of supervisor |  |
| 2. | **Individual performance** (KRAs) |  |  |
| * The KRAs are aligned to the strategic plan, APP and operational plan? |  |
| * The KRAs are aligned the KGFAs as identified in the PA of the HOD? |  |
| * All KRAs are weighted (minimum 10% and maximum 30%) |  |
| * The KRAs total weight adds up to 100%? |  |
| * The KRAs incorporate the CMC? |  |
| * The KRAs incorporate the Batho Pele Principles? |  |
| 3. | **The Workplan -** Shall unpack the KRAs and set out in detail the actual work outputs of the SMS member. |  |  |
| * The KRAs in the workplan are aligned/or the same as the KRAs in the PA? |  |
| * The KRAs in the workplan indicate the key activities? |  |
| * All key activities indicate the performance measures (i.e. target date and indicators? |  |
| * The performance measures comply with the SMART principles? |  |
| * The workplan indicates resource requirements? |  |
| * The Workplan indicates enabling conditions for each of the key activities? |  |
| * The Workplan is initialled by the SMS member & Supervisor? |  |
| 4 | **Personal Developmental Plan** |  |  |
|  | The PDP indicate the: |  |  |
| * Developmental area/ competency as identified in the PA? |  |
| * The type of intervention? |  |
| * The timeframe or target date? |  |
| * The PDP is signed by the SMS member & Supervisor? |  |  |
| **Comment(s) and signature by SMS member:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  SMS Signature | | | |
| **Comment(s) and signature by Supervisor:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Supervisor Signature | | | |
| **Comment(s) and signature by HRM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature HRM | | | |

*On 04 June 2014, the Minister for the Public Service and Administration (MPSA) approved the methodology for quality assurance of performance agreements (PAs) for members of the Senior Management Service (SMS). The methodology outlines the process to be followed in the development and quality assurance of Pas. It also provides a Quality Assurance Checklist for Pas of SMS members.*

*On 16 February 2019, the MPSA approved the new directive on the Performance Management and Development System (PMDS) for members of the SMS who are not Head of Department, which has come into effect from 01 April 2018. The Quality Assurance Checklist has been updated and revised to include the new elements introduced by the revised PMD for SMS members.*

*(Note: DPSA Circular No. 15 of 2019)*