



To: Deputy Directors-General
Chief Directors
Directors – Head Office
District Directors
All SMS Members

HRM CIRCULAR NO 18 OF 2025

**SUBJECT: SUBMISSION OF 2025/2026 PERFORMANCE AGREEMENTS (PA) AND
2024/2025 ANNUAL PERFORMANCE ASSESSMENTS IN RESPECT OF
MEMBERS OF THE SENIOR MANAGEMENT SERVICE (SMS)**

1. The performance of Members of Senior Management Service (SMS) is managed in accordance with Chapter 4 of the SMS Handbook as amended with effect from 01 April 2018.
2. All members of the SMS and their supervisors must annually enter and sign their PAs on or before 31 May of each financial year. The relevant supervisor shall ensure that the signed Performance Agreements (PAs) are submitted to Performance Management Directorate.
3. It is further mandatory for all SMS members to be assessed irrespective of whether or not they are on the maximum notch of their salary level. For this purpose, all SMS members who have completed a continuous period of 12 months' service as at 01 April 2024 are eligible for performance assessment.
4. All SMS Members must note that SMS Annual Assessments (2024/2025) undertaken must be accompanied by a performance report for all the ratings accorded to an SMS member, this includes a rating of 3 which translates to fully effective. The attached reporting template must be utilized for that purpose. (ANNEXURE G)
5. The Performance Agreements for 2025/2026 Assessment Cycle must be accompanied by the Job Description signed by both the SMS member and the supervisor.
6. The attached prescribed forms (annexure A1, annexure B and annexure C1) must be used by Chief Directors and Directors for the submission of the Performance Agreements and annexure F1 for the Annual Performance Assessment.
7. The DDGs must utilize annexure A1, annexure C1 and annexure B for the Performance Agreements and annexure F for the Annual Performance Assessment.



8. All SMS members are therefore reminded to ensure that they sign and submit their **Annual Assessments for 2024/2025 Cyle and Performance Agreements for 2025/2026 performance cycle on or before 31 May 2025.**
9. SMS members and supervisors must ensure that Performance Agreements and Annual Performance Assessments are submitted within the stipulated due date. Should they fail to submit without showing good cause, will result in the non-payment of performance incentives and consequently appropriate disciplinary action would be instituted against them and their supervisors.

For ease of the process, SMS members are urged to adhere to the following steps in respect of the Performance Agreement:

NO	ACTION	RESPONSIBILITY
1	SUPERVISORS AND MANAGERS TO SHARE WITH STAFF IN THEIR UNITS/BRANCHES <ul style="list-style-type: none"> - The MTDP - The Annual Performance Plans - Operational Plans - The Annual unit/Branch Budget 	UNIT/BRANCH HEAD
2	IDENTIFY KRA, CMC & DEVELOPMENTAL AREAS	SMS MEMBER AND SUPERVISOR
3	AGREE ON DISPUTE MEDIATOR	
4	AGREE AND SIGN THE DRAFT PERFORMANCE AGREEMENT, FURTHERMORE ATTACH A QUALITY ASSURANCE (QA) CHECKLIST	
5	IDENTIFY REVIEWS & ANNUAL ASSESSMENT DATES	BRANCH HEAD WITH DIRECTORS AND CHIEF DIRECTORS
6	QUALITY ASSURANCE OF PERFORMANCE AGREEMENTS OF THE BRANCH/UNIT	
7	SIGN-OFF SCHEDULE CERTIFYING ALL PERFORMANCE AGREEMENTS FOR THE BRANCH	BRANCH HEAD



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10. SMS members are therefore requested to submit their 2024/2025 Annual Performance Assessments and Performance Agreements (2025/2026) via their Branch Heads on or before the **31 of May 2025** for onward transmission to **Ms. Nomkhosi Dlamini and Ms. T. Phungula, Office No. 118/120 1st floor, NED Building, 228 Pietermaritz Street, Pietermaritzburg.**
11. Kindly bring contents of this circular to the attention of all SMS members.

MR. G.N. NGCOBO

HEAD OF DEPARTMENT: KZN EDUCATION

DATE