



Reference: 20170116-7287
3/3/3/1/1
Enquiries: Call Centre

Strategic People Management Minute: 0002/2017

To: Deputy Directors-General; Chief Directors; Directors; Deputy Directors; Circuit Managers; Managers: Strategic Information, Governance and People Management; Heads: District Curriculum Support; Heads: District Learner Support; Principals and all Public Service Staff

Subject: Importance of sound performance management

1. Following Strategic People Management Minute 0002/2016 of 22 April 2016 in respect of the three performance management systems relating to educators and public service staff, we attach the annual calendars for the SPMDS, PMDS and IQMS processes for 2017.
2. These calendars provide a guide to the required procedures and relevant due dates. Schools are kindly requested to adhere to submission dates given by district offices in order to meet the deadlines indicated in the calendars.
3. Performance management is a system which links organisational strategies and goals to subunit goals and then to individual posts, and is aimed at giving direction to and enhancing individual performance, thereby increasing organisational and institutional effectiveness. It is therefore a system that is about the development of competencies in the interests of the individual/institution/department.
4. Continual performance management assists in:
 - establishing a culture of performance excellence;
 - improving awareness and understanding of expectations;
 - improving communication;
 - encouraging fair and objective assessment;
 - providing opportunities for development needs;
 - proactively managing unsatisfactory performance;
 - guiding and supporting employees; and
 - providing a basis for future decisions.

5. It is the responsibility of both the line manager (supervisor) and the employee to ensure that a performance agreement exists if it is a prerequisite of the applicable performance instrument. It is imperative that all line managers and employees ensure that performance evaluations are conducted regularly. All employees, whether appointed permanently, on probation or on contract, are to undergo a performance evaluation and each performance rating must be based on evidence.
6. Line managers and supervisors are required, as part of their Performance Agreements (public service staff) or Work Plans (office-based educators), to have "Staff Performance Management" as one of their Key Result Areas (KRAs) or Key Objectives. The former is to ensure that employee development is emphasised in order to recognise and build the necessary competencies.
7. It is the responsibility of all line managers and employees to ensure that reviews and final evaluations are conducted as stipulated in the applicable performance management instrument. It is vital that the due dates for submission of the required documentation are adhered to.
8. Line managers must note that they will be held accountable for the submission of the required documentation, if found negligent. The non-submission of these documents could result in an employee not being granted a pay progression or a performance bonus (in the case of public servants).
9. Kindly bring the contents of this minute to the attention of all staff under your supervision.

SIGNED: BK SCHREUDER

HEAD: EDUCATION

DATE: 2017-03-31