



Isalathiso: 20200219-4666
Inombolo yefayili: 3/3/3/1/4
Imibuzo: IZiko leeFoni

INGcaciso eMfutshane yeCandelo loLawulo lwaBasebenzi ngoBuchule: 0003/2020

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli, kumaSekela Balawuli, kuBaphathi beeSekethe, kwiiNtloko zoLawulo noKuphathwa kwamaZiko, kwiiNtloko zoKunika iNkxaso kwiKharityhulam, kwiiNtloko zoKunika iNkxaso kuBafundi kwizithili, kwiiNqununu nakubo bonke abasebenzi benkonzo karhulumente

ISihloko: ISistim yoLawulo noPhuhliso lweNtsebenzo yaBasebenzi (Staff Performance Management and Development System) yango-2020/21

1. ISistim yoLawulo noPhuhliso lweNtsebenzo yaBasebenzi (SPMDS) kwiSebe leMfundo leNtshona Koloni (WCED) yinqubo yentsebenziswano eqhubekela okoko ephakathi komsebenzi nomphathi/nesuphavayiza yakhe ekhokela ulawulo nophuhliso lweNtsebenzo yomsebenzi kumjikelelo wentsebenzo opheleleyo.
2. Umjikelelo we-SPMDS uqala nge-01 Apreli ukuya kwi-31 kuMatshi kuye nawuphi na unyaka-mali ochaphazelekayo yaye unala macandelo mane:
 - Ukucwangcisa intsebenzo nemvumelwano
 - Ukubeka esweni, ukujongiswa nokuhlolwa kwentsebenzo
 - Ukumodareyithwa kwentsebenzo
 - Ukulawulwa kweziphumo nokuhlolwa kwentsebenzo
3. Sikwisigaba somjikelelo we-SPMDS wokugqibela kungokunje yaye singathanda ukukwazisa ngale ngcaciso ibalulekileyo imalunga nale nkqubo ukwenzela ukuba niyithathele ingqalelo.
4. Njengoko kuchaziwe kwiNgcaciso eMfutshane yeCandelo loLawulo lwaBasebenzi ngoBuchule 0003/2019, yomhla we-28 Matshi 2019, kubonolelwa ngoqeqesho yaye bonke abasebenzi benkonzo karhulumente abasezikolweni bayafakwa kwi-PERMIS.
5. Abasebenzi benkonzo karhulumente abasezikolweni baya kuba besebenzisa ngokusemthethweni i-PERMIS ukususela nge-01 Apreli 2020 yaye ke ngoko kusafuneka bazalise iziHlomelo A, B, C1, C2, E, F no-G apho kusebenzayo oku, ukulungiselela

umjikelo wokuhlolwa kwentsebenziswano omiyo ka-2019/20 (2019/20 assessment cycle).

6. Izikolo esele ziqalile ukusebenzisa isistim i-*PERMIS* system zinokungenisa iirivyu zemvumelwano yentsebenzo nokuhlolwa kwentsebenzo kokugqibela ukwenzela umjikelo wentsebenzo wango-2019/20.
7. IsiHlomelo C2 siyifom ekwikhompyutha (*automated form*) yokunceda abaphathi/iisuphavyiza ekubaleni amanqaku okugqibela (*final score*) xa kugqitywayo ngenqubo yokuhlolwa kwentsebenzo yonyaka. Zonke iinguqulelo zangaphambili zesiHlomelo C2 mazicinywe.
8. Iinqununu maziqinisekise ukuba zonke izihlomelo zizalisiwe yaye zisayinwe ngokuchanekileyo phambi kokuba zingeniswe kwi-ofisi yesithili.
9. Oku kulandelayo kuboniswe kwezi theyibhili zingezantsi, yimihla ebalulekileyo yomjikelo omiyo neyomjikelo olandelayo ka-2020/21:

A. Imihla yabasebenzi benkonzo karhulumente abasezi-ofisini

Umsebenzi	Umhla osikiweyo
Ukuvulwa kwe-<i>PERMIS</i> V4 ukwenzela ukuzaliswa kwamaxwebhu okuhlolwa kwentsebenzo kwaqho ngonyaka wango- 2019/20 nokufakwa kweemvumelwano zentsebenzo zango- 2020/21	01 Matshi ukuya kwi-15 Meyi 2020
Ukusayinelwa kokuhlolwa kwentsebenzo kwaqho ngonyaka ngo- 2019/20 kwi- <i>PERMIS</i> V4	17 Apreli 2020
Ukungeniswa kweekopi eziprintiweyo zokuhlolwa kwentsebenzo kwaqho ngonyaka zango- 2019/20 kwiCandelo loLawulo lwaBasebenzi ngoBuchule	24 Apreli 2020
Ukugqitywa kokumodareyithwa kwentsebenzo kumjikelo wango- 2019/20 ziikomiti zerivyu eziphakathi (<i>intermediate review committees</i>) ukwenzela amanqanaba emivuzo 1 ukuya ku-12	04 ukuya kowe-29 Meyi 2020
Ukusayinelwa kweemvumelwano zentsebenzo zango- 2020/21 kwi- <i>PERMIS</i> V4	15 Meyi 2020
Ukugqitywa kweerivyu zaqho ngeenyanga ezintandathu kwi- <i>PERMIS</i>	23 Oktobha 2020
Ukugqitywa kokuhlolwa kokugqibela kwentsebenzo namanqaku kwi- <i>PERMIS</i>	16 Apreli 2021

B. Imihla yabasebenzi benkonzo karhulumente abasezikolweni

Umsebenzi	Umhla osikiweyo
Ukungeniswa kweekopi eziprintiweyo zamaxwebhu okuhlolwa kwentsebenzo kwaqho ngonyaka zango- 2019/20 kwii-ofisi zezithili	17 Apreli 2020
Ukugqityezelwa kokumodareyithwa kwentsebenzo kumjikelo wango- 2019/20 ziikomiti zerivyu eziphakathi (<i>intermediate review committees</i>) ukwenzela amanqanaba emivuzo 1 ukuya ku-12	04 ukuya kowe-29 Meyi 2020
Ukusayinelwa kweemvumelwano zentsebenzo zango- 2020/21 kwi-PERMISS V4	15 Meyi 2020
Ukugqitywa kweerivyu zaqho ngeenyanga ezintandathu kwi-PERMISS	23 Oktobha 2020
Ukugqitywa kokuhlolwa kokugqibela kwentsebenzo namanqaku kwi-PERMISS	16 Apreli 2021

10. Kubalulekile ukuba imihla ekwezi theyibhili zimbini zingentla, ilandelwa ngokungqongqo ngabaphathi/zisuphavayiza nabasebenzi.
11. Abasebenzi abayi kuxhamla kwizibonelelo zokukhuthaza intsebenzo (*performance incentives*) ukuba amaxwebhu afunekayo akangeniswanga ngexesha.
12. Kucelwa wazise ngokuqulethwe yile ngcaciso imfutshane kubo bonke abasebenzi abaphantsi kolawulo lwakho ukuze bakuthathele ingqalelo.

ISAYINWE: NGU-LJ ELY

USEKELA MLAWULI-JIKELELE WEENKONZO ZEZIKO

UMHLA: 2020-03-03



INDIVIDUAL PERFORMANCE AND DEVELOPMENT AGREEMENT

NAME:

STATION:

DIRECTORATE/INSTITUTION:

PERSAL NUMBER:

ID NUMBER:

JOB TITLE/RANK:

DATE OF ENTRY INTO RANK:

SALARY LEVEL:

NATURE OF APPOINTMENT:

PERFORMANCE CYCLE:

REVIEW/APPRAISAL TIMETABLE:

	FIRST QUARTER REVIEW	SECOND QUARTER REVIEW	THIRD QUARTER REVIEW	FOURTH QUARTER REVIEW	APPRAISAL
PERIODto.....to.....to.....to.....to.....
DATE OF REVIEW/ APPRAISAL					

**THIS DOCUMENT IS CONFIDENTIAL BETWEEN THE EMPLOYEE,
THE SUPERVISOR AND THE MANAGER.**



INDIVIDUAL PERFORMANCE PLAN (IPP) FROM 1 April ____ TO 31 March ____

Name: Station: Head Office/Education District:

Job purpose:

Table with 8 columns: MAIN OBJECTIVES (KEY PERFORMANCE AREAS), PERFORMANCE OUTPUTS, WEIGHT (PER PERFORMANCE OUTPUT), ACTIVITIES, KEY PERFORMANCE STANDARDS (HOW?), TARGET DATE/FREQUENCY, UNCONTROLLABLE FACTORS, EVIDENCE/INCIDENTS. Includes descriptive text for each column.

I agree with the content of this Individual Performance Plan. Jobholder: Supervisor: Line Manager: Date: Date: Date:

Note: Any further substantiating information may be furnished by adding additional pages. In case of disagreement, the appeal procedure may be followed.



INDIVIDUAL DEVELOPMENT PLAN (IDP) FROM 1 April ____ TO 31 March ____

Name: Station: Head Office/ Education District:

Table with 5 columns: IDENTIFIED TRAINING/ DEVELOPMENT NEEDS, ACTION (What/how, and provided by whom?), TIME FRAME (A commitment period for the completion of the programme/When?), EMPLOYEE, INSTITUTION/COMPONENT/ DEPARTMENT. Contains 10 empty rows.

I agree with the content of this Individual Development Plan. Jobholder: Supervisor: Line Manager: Date: Date: Date:

Note: Any further substantiating information may be furnished by adding additional pages. In case of disagreement, the appeal procedure may be followed.



PERFORMANCE APPRAISAL: ANNUAL ASSESSMENT

FROM 1 APRIL 2019 TO 31 MARCH 2020

FULL NAME OF EMPLOYEE:	NAME OF SUPERVISOR:	SCHOOL:

KRA's (Refer to Annexure A)	WEIGHT - % (per KRA) (Refer to Annexure A)	OVERALL RATING (per KRA) (1-4)	WEIGHTED SCORE (Weight x Overall Rating) Automated
1)			0
2)			0
3)			0
4)			0
5)			0
6)			0
7)			0
8)			0
9)			0
10)			0
	0%		

KRA FINAL SCORE		0%
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OVERALL RATING FOR PERFORMANCE CYCLE	0%	CATEGORY (1 = Not effective / 2 = Partially effective / 3 = Fully effective / 4 = Highly effective)
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I agree with the overall rating as reflected in this Performance Appraisal Instrument.

Jobholder: _____ Supervisor: _____
Date: _____ Date: _____

Comments:

Line Manager:
Date:

UNDERPERFORMING			
LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
X			
< 66	67 - 99	100 - 119	120 - 133



SPMDS (L1-12): MOTIVATION FOR FINAL ASSESSMENT

Name of Institution							
Surname and initials of appraisee							
PERSAL number							
SPMDS cycle	1 April to 31 March						
Indicate the overall rating	Highly effective	Yes			No		

**MAIN OBJECTIVE (KEY RESULT AREA):
MOTIVATION:**

**MAIN OBJECTIVE (KEY RESULT AREA):
MOTIVATION:**

**MAIN OBJECTIVE (KEY RESULT AREA):
MOTIVATION:**

**MAIN OBJECTIVE (KEY RESULT AREA):
MOTIVATION:**

Supervisor/ Line Manager:

Date:

