



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

INgcaciso eMfutshane yeCandelo loLawulo lwaBasebenzi ngoBuchule: 0003/2020

lya: 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) yinkqubo yentsebenziswano eqhubekeka okoko ephakathi komsebenzi nomphathi/nesuphavayiza yakhe ekhokela ulawulo nophuhliso lwentsebenzo yomsebenzi kumjikelo wentsebenzo opheleleyo.
- 2. Umjikelo we-SPMDS uqala nge-01 Apreli ukuya kwi-31 kuMatshi kuye nawuphi na unyaka-mali ochaphazelekayo yaye unala macandelo mane:
 - Ukucwangcisela intsebenzo nemvumelwano
 - Ukubeka esweni, ukujongisiswa nokuhlolwa kwentsebenzo
 - Ukumodareyithwa kwentsebenzo
 - Ukulawulwa kweziphumo nokuhlolwa kwentsebenzo
- 3. Sikwisigaba somjikelo we*SPDMS* 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/iisuphavayiza ekubaleni amanqaku okugqibela (final score) xa kugqitywayo ngenkqubo yokuhlolwa kwentsebenzo yonyaka. Zonke iinguqulelo zangaphambili zesiHlomelo C2 mazicinywe.
- 8. linqununu 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. <u>Imihla yabasebenzi benkonzo karhulumente abasezi-ofisini</u>

Umsebenzi	Umhla osikiweyo		
Ukuvulwa kwe-PERMIS V4 ukwenzela ukuzaliswa			
kwamaxwebhu okuhlolwa kwentsebenzo kwaqho	01 Matshi ukuya kwi-15 Meyi		
ngonyaka ango- 2019/20 nokufakwa	2020		
kweemvumelwano zentsebenzo zango-2020/21			
Ukusayinelwa kokuhlolwa kwentsebenzo kwaqho	17 Apreli 2020		
ngonyaka ngo- 2019/20 kwi- <i>PERMIS V4</i>			
Ukungeniswa kweekopi eziprintiweyo zokuhlolwa	0.4.4		
kwentsebenzo kwaqho ngonyaka zango-2019/20	24 Apreli 2020		
kwiCandelo loLawulo lwaBasebenzi ngoBuchule			
Ukugqitywa kokumodareyithwa kwentsebenzo			
kumjikelo wango-2019/20 ziikomiti zerivyu	04 ukuya kowe-29 Meyi 2020		
eziphakathi (intermediate review committees)	or one yet never 27 me yr 2020		
ukwenzela amanqanaba emivuzo 1 ukuya ku-12			
Ukusayinelwa kweemvumelwano zentsebenzo	15 Meyi 2020		
zango- 2020/21 kwi- <i>PERMIS</i> V4	13 Meyi 2020		
Ukugqitywa kweerivyu zaqho ngeenyanga	23 Oktobha 2020		
ezintandathu kwi-PERMIS	ZO OKIODITA ZOZO		
Ukugqitywa kokuhlolwa kokugqibela	14 Aproli 2021		
kwentsebenzo namanqaku kwi-PERMIS	16 Apreli 2021		

B. <u>Imihla yabasebenzi benkonzo karhulumente abasezikolweni</u>

Umsebenzi	Umhla osikiweyo		
Ukungeniswa kweekopi eziprintiweyo			
zamaxwebhu okuhlolwa kwentsebenzo kwaqho	17 Apreli 2020		
ngonyaka zango- 2019/20 kwii-ofisi zezithili			
Ukugqityezelwa kokumodareyithwa			
kwentsebenzo kumjikelo wango-2019/20 ziikomiti			
zerivyu eziphakathi (intermediate review	04 ukuya kowe-29 Meyi 2020		
committees) ukwenzela amanqanaba emivuzo 1			
ukuya ku-12			
Ukusayinelwa kweemvumelwano zentsebenzo	15 Meyi 2020		
zango- 2020/21 kwi- <i>PERMIS</i> V4	13 Meyi 2020		
Ukugqitywa kweerivyu zaqho ngeenyanga	23 Oktobha 2020		
ezintandathu kwi-PERMIS	23 OKIODIIO 2020		
Ukugqitywa kokuhlolwa kokugqibela	16 Apreli 2021		
kwentsebenzo namanqaku kwi-PERMIS	10 APIGII 2021		

- 10. Kubalulekile ukuba imihla ekwezi theyibhili zimbini zingentla, ilandelwa ngokungqongqo ngabaphathi/ziisuphavayiza 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 N	IUMBER:					
ID NUMBE	R:					
JOB TITLE	:/RANK:					
DATE OF I	ENTRY INTO RA	NK:				
SALARY L	EVEL:					
NATURE C	OF APPOINTMEN	IT:				
PERFORM	IANCE CYCLE:					
REVIEW/A	PPRAISAL TIME	TABLE:				
	FIRST QUARTER REVIEW	SECOND QUARTER REVIEW	THIRD QUARTER REVIEW	FOURTH QUARTER REVIEW	APPRAISAL	
PERIOD	to	to	to	to	to	
DATE OF REVIEW/ APPRAISAL						

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

Directorate: Strategic People Management SPMDS 2019-2020 cycle





INDIVIDUAL PERFO	RMANCE PLAN (IPP)		FROM	1 April TO 3	1 March		
Name:		Statio	n:		Head Office	ce/Education Distric	ot:
Job purpose:							
MAIN OBJECTIVES (KEY PERFORMANCE AREAS)	PERFORMANCE OUTPUTS	WEIGHT (PER PERFORMANCE OUTPUT)	ACTIVITIES	KEY PERFORMANCE STANDARDS (HOW?)	TARGET DATE/ FREQUENCY	UNCONTROLLABLE FACTORS	EVIDENCE/INCIDENTS
Critical areas in which an employee must perform to enable the institution/component to function efficiently and effectively.	Result which will indicate that the main objectives have been achieved successfully.	100% - reflects	Specific activities which need to be carried out in order to achieve the desired output.	Criteria (quantitative/ qualitative) indicating what is meant by "performing a task well".	Indicates a commitment date for completion of output.	Circumstances beyond the control of the employee and manager, e.g. budgetary constraints and disasters.	Collect relevant data to support level of performance. (To be used after planning phase in preparation for reviews and appraisal)
I agree with the content of t	this Individual Performance Pl	lan.	I	L	l .	L	L
Jobholder:			Supervisor:		Line Mar	nager:	
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.

Directorate: Strategic People Management SPMDS 2019-2020 cycle





INDIVIDUAL DEVELOPMENT PLAN (IDP)		FROM 1 April	TO 31 March				
Name:	Station:	Station:		Head Office/ Education District:			
IDENTIFIED TRAINING/ DEVELOPMENT NEEDS	ACTION (What/how, and provided by whom?)	TIME FRAME (A commitment period for the county the programme/When	ompletion of	DESIRED OUTCOME FOR THE			
		the programme/When	1?)	EMPLOYEE	INSTITUTION/COMPONENT/ DEPARTMENT		
I agree with the content of this Individual	Development Plan.	•			1		
Jobholder:	Supervisor	r:		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.

Directorate: Strategic People Management

SPMDS 2019-2020 cycle





PERFORMANCE REVIEW INST	RUMENT	FROM 1 April	_TO 31 March
Name:	Station:		Head Office/ Education District:
Date of review:	,		•
PERFORMANCE OUTPUTS (As in IPP.)	PROGRESS (Remarks – not performance rating)	TRAINING/DEVELOPMENT	DECISIONS AGREED UPON
I agree with the content of this Performance	e Review Instrument.		
Jobholder:		Superv	sor:
Date:		Date:	

Note: Any further substantiating information may be furnished by adding additional pages.
In case of disagreement, the appeal procedure may be followed.
An indication of the employee's performance, whether it is <u>satisfactory or underperforming</u>, must be indicated on the form.

Directorate: Strategic People Management

SPMDS 2019-2020 cycle



ANNUAL ASSESSMENT: C2

PERFORMANCE APPRAISAL: ANNUAL ASSESSMENT				FROM 1 APRIL 2019 TO 31 MARCH 2020			
FULL NAME OF EMPLOYEE: NAME OF SUPERVISOR:				SCHOOL:			
			WEIGHT - %	OVERALL	WEIGHTED SCORE		
			(per KRA)	RATING	(Weight x Overall Rating)		
KRA's (Refer to Annexure A)		(Refer to Annexure A)	(per KRA)	Automated		
			(neger to rumenure rij	(1-4)	Automateu		
1)				(2 .)	0		
					0		
3)					0		
4)					0		
5)					0		
2) 3) 4) 5) 6) 7)					0		
8)					0		
8) 9)					0		
10)					0		
			0%				
				1			
KRA FINAL SCORE			0%				
		•					
OVERALL RATING FOR PERFORM	IANCE CYCLE 0%	CATEGORY	' (1 = Not effective/ 2 = P	artially effective	/ 3 = Fully effective/ 4 = Highly effective)		
I agree with the overall rating as	reflected in this Perform	ance Appraisal	Instrument.				
Jobholder:			Superviso	r:			
Date:			Date:				
Comments:							
Line Manager:							
Date:							
UNDERP	ERFORMING						
LEVEL 1	LEVEL 2	2	LEVEL 3		LEVEL 4		
V							
X							
< 66	67 - 99)	100 - 119		120 - 133		
	·	· · · · · · · · · · · · · · · · · · ·	·	· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·		





SPMDS (L1-12): MOTIVATION FO	R FINAL ASSESSM	ENT	
Name of Institution			
Surname and initials of appraisee PERSAL number		T T	
PERSAL Humber			
SPMDS cycle	1 April to 31	March	
Indicate the overall rating	Highly effective	Yes	No
MAIN OBJECTIVE (KEY RESULT AREA MOTIVATION:	·):		
morranen.			
MAIN OBJECTIVE (KEY RESULT AREA MOTIVATION:	.):		
MAIN OBJECTIVE (KEY RESULT AREA MOTIVATION:	ı):		
MAIN OBJECTIVE (KEY RESULT AREA	N-		
MAIN OBJECTIVE (RET RESULT AREA MOTIVATION:	·):		
Supervisor/ Line Manager:			
Date:			
Date:			



SPMDS (L1-12): NOMINATION FOR	SPMDS CASHBO	NUS				
Name of Institution/ Directorate						
SPMDS cycle	1 April to 31 March					
Number of employees on the establishment						
Number of employees who are nominated						
Percentage of employees who are nominated	d					
Percentage of employees nominated as per	a rating of "Fully effecti	ive"				
				I		
Surname (S) and Initials of nominated sta	ff	PERSAL No.		lary vel	Overall rating	
			+			
			-			
			+			
Line Manager:		L.			L	

Date:





PERFORMANCE IMPROVEMEN	IT PLAN (PIP) (BELOW FULLY EFF	ECTIVE PERFORMANCE)	FROM 1 April_	to 31 March
Name:	Station:		DISTRICT OFFICE:	
PERFORMANCE OUTPUTS RATED AS PARTIALLY EFFECTIVE OR NOT EFFECTIVE AT APPRAISAL	IDENTIFIED DEVELOPMENT/SUPPORT NEEDS	TIME FRAME (A commitment period for the completion of the programme/When?)	MONITORING REMARKS DURIN (e.g. Mor	
EFFECTIVE AT APPRAISAL	ACTIONS (What/how, and provided by whom?)	the programme/whem:)	EMPLOYEE	SUPERVISOR/ LINE MANAGER
I agree with the content of this Performan	ce Improvement Plan.			
Jobholder:	Superviso	or:	Line Manager:	
Date:	Date:		Date:	

Note: Any further substantiating information may be furnished by adding additional pages.

Directorate: Strategic People Management SPMDS 2019-2020 cycle