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Strategic People Management Minute: 0001/2023

To: Deputy Directors-General, Chief Directors, Directors, Deputy Directors, Circuit Managers, Heads: Management and Governance, Heads: District Curriculum Support, Heads: District Learner Support, Principals and Educators

Subject: Importance of sound performance management

1. Following Strategic People Management Minute 0003/2022, dated 11 March 2022, please find the 2023 Quality Management System (QMS) calendar applicable to all post levels (PL1 – PL4).
2. This calendar provides a guide to the required procedures and relevant due dates. Schools are kindly requested to adhere to the submission dates given by district offices in order to meet the deadlines indicated in the calendar.
3. Performance management is a system which links organisational strategies and goals to sub-unit goals and then to individual posts. It 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 through the implementation of a Performance Improvement Plan;
 - guiding and supporting employees; and
 - providing a basis for future decisions.

5. It is imperative that all principals and staff ensure that performance evaluations are conducted regularly. All educators, whether appointed permanently, on probation or on contract, are to undergo a performance evaluation and each performance rating must be based on evidence. The monitoring of and support for performance by line managers is a continuous process.
6. It is the responsibility of all principals and educators to ensure that reviews and final evaluations are conducted as stipulated in Education Labour Relations Council Collective Agreement No. 2 of 2020, dated 17 September 2020. It is vital that the due dates for the submission of the required documentation are adhered to.
7. The non-submission of required performance management documents could result in an educator not being granted pay progression. Principals will be held accountable for the submission of the required documentation.
8. Kindly bring the contents of this minute to the attention of all educators under your supervision.

SIGNED: LJ ELY

DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES

DATE: 2022-12-19