

File no.: 3/3/3/1/1
Reference: 20240215-1704

Strategic People Management Minute: 0004/2024

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 0002/2017, dated 31 March 2017, please find the 2024/25 Education Management System Performance Management and Development calendar applicable to all office-based educators at district offices and Head Office directorates.
2. This calendar provides a guide to the required cycle activities and relevant due dates. Head Office and district office directorates are kindly requested to plan accordingly to adhere to the submission dates indicated on 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 line managers/supervisors and office-based educators ensure that performance evaluations are conducted regularly. All office-based educators, whether appointed permanently, on contract or secondees 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/supervisors is a continuous process.
6. It is the responsibility of all line managers/supervisors and office-based educators to ensure that reviews and final evaluations are conducted as stipulated in Education Labour Relations Council Collective Agreement No. 3 of 2017, dated 18 October 2017. It is vital that the due dates for the electronic submission of the required documentation are adhered to.
7. The non-submission of required performance management documents could result in an office-based educator not being granted pay progression. Line managers/supervisors will be held accountable for the submission of the required documentation.
8. Kindly bring the contents of this minute to the attention of all office-based educators under your supervision.

SIGNED: LJ ELY

DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES

DATE: 2024-02-28