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All employees
Office of the Premier

SUBMISSION OF 2017/18 PERFORMANCE AGREEMENTS, WORK PLANS AND PERSONAL DEVELOPMENT PLANS

SMS members and employees on levels 1 to 12 within OTP are reminded to submit the following PMDS contracting documents for the 2017/18 performance cycle **by no later than 15 May 2017**:

- Performance Agreement (PA)
- Work plan
- Personal Development plan (PDP - Duly completed)

*Please note that in terms of Regulation 72 (Sub-regulation 7) of the amended Public Service Regulations 2016, non compliance with the submission of **any** of the abovementioned documents by the due date, will constitute non compliance and result in forfeiture of any incentives due to the employee at the end of the reporting period (including pay progression).*

The following matters are considered to be extremely important in terms of the completion of PA's;

- All completed PAs, Work Plans & PDPs must be submitted to the PMDS component within the first two months of the cycle, and newly appointed officials/SMS members must complete their PAs within three months of appointment.
- KRAs in the PA must directly be aligned to the Department's Strategic/Annual Performance/Operational plan as well as unit specific plans.
- KRAs **must** be broken down into specific activities or outputs in a work plan. Indicators are then used to indicate how the successful performance/achievement of the activities or outputs will be measured.

- The identification of KRAs can cover many different aspects of the work:
 - (a) Specific tasks or events which the member should ensure are achieved;
 - (b) Levels of performance which the member should maintain and promote;
 - (c) Actions or situations for which the member is personally responsible for delivering her/his “unique contribution”; and
 - (d) Duties and responsibilities related to advice and support given, for example, by specialists to clients.
- KRAs must be weighted according to importance/impact and must be measurable (adhere to the SMART principle).
- Unit heads will be held accountable for non-compliance, i.e non-submission of PA's by the due date.
- Performance Agreements, which are not submitted on time and fully completed i.e. signed and dated by both parties, accompanied by Work plans and PDPs), would be regarded as non-compliant .
- For levels 1 to 12, the weight allocation for each KPA and GAF/CMC shall be **10%** and the maximum weight allocation shall be **40%**.
- For levels 1 to 12, the minimum number of KPA's are **three (3)** and the maximum **five (5)**.
- SMS PA's should contain between 4-6 KPA's.
- In terms of SMS, the weight allocation for each KPA and CMC shall be between **10%** and **30%**.
- SMS PA's must be quality assured by the direct supervisor to ensure compliance and alignment to the Strategic Plan, therefore the SMS check list must be completed and signed off by the supervisor and the SMS member.
- All SMS Members are expected to incorporate the 8 Batho-Pele principles when developing/compiling their PA's and Work Plans.
- Compulsory CMCs for all Senior Managers:
 - Financial management
 - People management
 - Customer focus & Client orientation

Submitted for your urgent attention and compliance by 15 May 2017.



MR J BEKEBEKE
DIRECTOR GENERAL