



agriculture, environmental affairs,
rural development and land reform

Department:
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NORTHERN CAPE PROVINCE
REPUBLIC OF SOUTH AFRICA

HUMAN RESOURCE MANAGEMENT & DEVELOPMENT

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Date:	29/04/2022	File:	S. 6
To:	MANAGERS SUPERVISORS AND ALL OFFICIALS	From:	EPMDS UNIT
CIRCULAR 2 OF 2022: SUBMISSION OF PERFORMANCE AGREEMENT, WORKPLAN AND JOB DESCRIPTIONS			

1. This circular serves to inform all officials on level 3 – 12 to submit their Performance Agreement, Workplan and Job Description on or before 2022/05/15.
2. In-line with the revised Employee Performance Management Development System par. 7.1 below:
3. "7.1 The Performance Agreement (PA)
 - All current employees shall enter into, sign and submit performance agreements to the EPMDS component by 31 May of each year.
 - A newly appointed employee shall enter into performance agreement within three (3) months of appointment thereafter two calendar months of the beginning of each financial year.
 - Each KRA should also be weighted as a percentage (%) according to the level of importance and impact it has in the employee's job, The weighting of all KPAs should aggregate to **100%**. The weight shall not be less than **10%** and shall not exceed **30%**.
4. **Non Compliance**

Employees and supervisors who do not comply with the requirements of the policy, including non-compliance with the due dates for the submission of EPMDS documentation shall, automatically be disqualified from any possible performance-related incentives for the year under review and shall be subjected to a disciplinary action.
5. It is expected of all employees to comply with these prescripts.

Your co-operation will highly be appreciated.

MR. M. NDZILILI
CHIEF DIRECTOR: CORPORATE
SERVICES

