



agriculture, environmental affairs,
rural development and land reform

Department:
agriculture, environmental affairs,
rural development and land reform .
NORTHERN CAPE PROVINCE
REPUBLIC OF SOUTH AFRICA

HUMAN RESOURCE MANAGEMENT & DEVELOPMENT

90 Long Street, Kimberley, Northern Cape, South Africa, 8300, Tel: (053) 8389 163,

E-mail: pselebogo@ncpg.gov.za, web: www.agrinc.gov.za

Date:	20/10/2023	File:	S. 6
To:	MANAGERS SUPERVISORS AND ALL OFFICIALS	From:	EPMDS UNIT
SUBMISSION OF MID-TERM PERFORMANCE REVIEWS			

1. This circular serves to inform all officials on level 3 – 12 to submit their Mid-Term Performance Reviews for 2023/2024 performance cycle on or before **31 OCTOBER 2023**
2. **In terms of 8.1 of the EPMDS Policy** 'Performance of employees must be monitored by supervisors on a continuous basis to enable the identification of performance barriers and changes and to address development and improvement needs as they arise, as well as to:
 - Determine progress and /or identify obstacles in achieving objectives and targets;
 - Enable supervisors and jobholders to deal with performance-related problems;
 - Identify and provide the support needed;
 - Modify objectives and targets; and
 - Ensure continuous learning and development.
3. **It is compulsory that two formal performance reviews / assessments be conducted annually, one in the middle of the financial year (April Sept) and one Annual Assessment, which is the assessment of the entire performance cycle, the reviews must be accompanied by an Improvement Plan in terms of poor performance or performance that is substandard. An employee and his or her supervisor shall share the responsibility for initiating Performance reviews / assessments.**
4. 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.

For assistance you can contact the EPMDS unit, email: pselebogo@ncpg.gov.za or fmaposa@ncpg.gov.za

Your co-operation will highly be appreciated.

Mr HM NDZILILI
CHIEF DIRECTOR: CORPORATE SERVICE

