



agriculture, environmental affairs,  
rural development and land reform

Department:  
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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:	10/05/2024	File:	S. 6.1.1
To:	MANAGERS SUPERVISORS AND ALL OFFICIALS	From:	EPMDS UNIT P Selebogo
SUBMISSION OF PERFORMANCE AGREEMENT WORKPLAN AND JOB DESCRIPTIONS			

1. This circular serves to remind all level 3 – 12 and OSD officials to submit their **Performance Agreement, Workplan and Personal Development Plan** on or before **31 May 2024**.
  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.*
    - *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 overall weight for KRA's must aggregate to 100%.*
    - **N.B** The weight shall not be less than **10%** and shall not exceed **30%** and the minimum number of KRAs are **four (4)** and maximum **five (5)**
    - 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 considered as non-compliant
  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

