



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:	07/08/2024	File:	S. 6.1.1
To:	SENIOR 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 officials who are yet to submit their **Performance Agreement, Workplan and Personal Development Plans** to submit on or before **31 August 2024**.
2. In-line with the revised Employee Performance Management Development System par. 7.1 & 8.1 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.*
 - 8.1 In the event of National and Provincial elections occurring within the first three (3) calendar months of any financial year, all supervisors of the employees must within three (3) months following the month of the election(s) file their subordinates PA's with the HRM components for that financial year.
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
MANAGEMENT

