



HUMAN RESOURCE MANAGEMENT & DEVELOPMENT

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Date:	05/05/2025	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 officials from level 3 – 12 and OSD to submit their **Performance Agreement, Workplan and Personal Development Plan** on or before **31 May 2025**.
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 the early.

Your co-operation will highly be appreciated.

Adv: T Binase
Acting Head of Department

Date

GENERIC KRA FOR ALL MEMBER OF THE SMS

Provide strategic leadership, management, governance & accountability within the Directorate:

GENERIC KRA FOR ALL DEPUTY DIRECTORS

Provide operational leadership in the management, coordination, monitoring and evaluation of human resources and activities within the unit.

GENERIC KRA FOR ALL ASSISTANT DIRECTORS

Provide assistance with operational management, coordination, monitoring and evaluation of human resources and activities within the unit.

ACTIVITIES RELATING TO THE ABOVEMENTIONED KRA'S

Management of human resources including;

- Discipline management
- Training and Development
- PMDS
- EHW management
- Attendance and leave management
- Mainstreaming of females, youth and persons with disabilities

General management in terms of;

- Budget monitoring
- Input, preparation, implementation, monitoring and reporting on Strategic / Annual Performance / Operational and HR Plans of the Directorate / unit.
- Management of governance structures and systems (e.g. Fora / committees and PERSAL)
- Utilisation and care of assets within the unit / directorate
- Recordkeeping and reporting