



**MINISTRY: PUBLIC SERVICE AND ADMINISTRATION
REPUBLIC OF SOUTH AFRICA**

Private Bag X884, Pretoria, 0001, Tel: (012) 314 7911, Fax: (012) 328 6529
Private Bag X9148, Cape Town, 8000, Tel: (021) 465 5491/2/3, Fax: (021) 465 5484

Dear Colleague

A VOLUNTARY PERFORMANCE MANAGEMENT SYSTEM FOR LEVELS 1-12

Last year the Governance and Administration Cabinet Cluster committee identified a need to simplify and ensure the proper implementation of performance management systems in departments. This initiative recognised the reality, borne out by surveys by the DPSA since 2001, that there is much room for improvement in the area of employee performance management in the Public Service.

Legally the Executing Authority and Accounting Officer share the accountability and responsibility for performance, service delivery and performance management in each department. I wish to take this opportunity to appeal to you to ensure that the following matters are attended to and that your department:

- complies with the measures in the Public Service Act, 1994, the Public Finance Management Act, 1999, and the Auditor-General Act, 1995 in so far as these acts relate to your institutional performance;
- manages performance and has in particular –
 - implemented the Performance Management and Development System for Senior Managers as contained in the SMS Handbook; and
 - developed and implemented a Performance Management and Development System for employees on salary levels 1 to 12.

Surveys and experience have shown, however, that many national and provincial departments still do not have a fully functional performance management and development system for employees on salary levels 1 to 12. To address this vacuum the DPSA in 2003 developed the Integrated Performance Management and Development System (IPMDS) for voluntary use by departments without a functional performance management system.

Feedback indicated, however, that the IPMDS proved to be cumbersome and complicated to use. With this in mind the DPSA reviewed and simplified the IPMDS and has now developed the Employee Performance Management and Development System (EPMDS) for voluntary use for non-SMS employees on salary levels 1 to 12. The EPMDS links closely with the approach and terminology of the SMS PMDS.

If your Department does not have a functional performance management and development system for employees on salary levels 1 to 12, you are invited to contact the DPSA with a view to consider adopting the EPMDS for use in your Department. Those provinces with uniform policies and systems must bear in mind that the EPMDS should first be adopted as a provincial system before it can be implemented departmentally. If this voluntary EPMDS is approved for use by your department before the end of March 2006, implementation can commence on 1 April 2006. Should officials in your department require advice or assistance in this regard they may contact Mr S. Ntombela, Senior Manager, Employment Practice and Career Management in the DPSA (012 314 7041). An electronic copy of the EPMDS will also be placed on the DPSA website for easy download by departments.

Improved service delivery is nothing more and nothing less than improved performance, with the result that the management of performance is a primary key to realising the Batho Pele goals and to improve the performance of departments in the Public Service.

Your serious attention to these matters is appreciated.

Kind regards

Geraldine G. Fraser-Moleketi
MS G. J. FRASER-MOLEKETI
MINISTER
DATE: 21/02/06