



**the dpsa**

Department:  
Public Service and Administration  
**REPUBLIC OF SOUTH AFRICA**

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**TO ALL HEADS OF NATIONAL DEPARTMENTS, PROVINCIAL ADMINISTRATIONS, PROVINCIAL DEPARTMENTS AND GOVERNMENT COMPONENTS**

**AMENDMENTS TO CHAPTER 4 OF THE SMS HANDBOOK PERTAINING TO THE PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM FOR MEMBERS OF THE SENIOR MANAGEMENT SERVICE (SMS) AND THE FILLING OF DESIGNATED POSTS**

1. The Minister for the Public Service and Administration has directed in terms of section 41(3) of the *Public Service Act, 1994* (as amended), to supplement Part III B of Chapter 4 of the Public Service Regulations, 2001, the following amendments to the Performance Management and Development System (PMDS) for members of the SMS:
  - 1.1 SMS members and their supervisors must, as a once off concession, for the 2008/09 financial year conclude their performance agreements by 30 September 2008.
  - 1.2 With effect from 1 April 2009, SMS members and their supervisors must conclude their performance agreements within the first two months of the financial year, i.e. by 31 May of each year.
  - 1.3 Those SMS members not complying shall not qualify for any performance incentive including pay progression for that performance cycle.
  - 1.4 As part of assessing a HoD in terms of the CMC, people management and empowerment specific attention must be given to progress made in addressing the gender and disability targets. It is also imperative to prove application of the HoD Eight-principle Action Plan for Promoting Women's Empowerment and Gender Equality within the public service workplace.

2. Where SMS members and/or their supervisors do not conclude (without showing good cause or reason) and file the performance agreements with their human resource components (OPSC for HoDs) by 30 September 2008 for the current cycle and by 31 May of each following year, the necessary corrective/disciplinary measures must be taken as required by section 16A of the Public Service Act, 1994 as amended.
3. The probationary period of newly appointed members who have not signed and filed their performance agreements with the relevant human resource components within the first three months after appointment, must be extended by a period equivalent to the delay after the first three months after appointment. This matter will be included in the revised Public Service Regulations envisaged to be issued shortly.
4. Chapter 4 of the SMS Handbook on the **dpsa** website will be amended accordingly after the Regulations have been issued.
5. Cabinet re-iterated that the existing PMDS for the SMS be used to ensure effective Human Resource Management.
6. Designated vacant posts must be filled within the prescribed timeframes, following which compliance by departments will be closely monitored. Non-compliance will be dealt with in terms of the new section 16A of the Public Service Act, 1994 as amended. This section provides that EAs and HoDs shall immediately take appropriate corrective measures against an employee who does not comply with a provision of the Act or a regulation, determination or directive made thereunder.
7. Following the above-mentioned, it would be appreciated if your department can provide the **dpsa** with an updated schedule (attached as Annex A) regarding the signing of PAs. The template has been posted on the **dpsa** website to facilitate quick response and correct information to reach the **dpsa** by not later than 17 October 2008. The template must be e-mailed to [SMS@dpsa.gov.za](mailto:SMS@dpsa.gov.za). The respective Offices of the Premiers are requested to collate and co-ordinate the above data from provincial line departments.
8. Should Departments need any further information or clarification regarding the amendments to the policy, please do not hesitate to contact the Senior Management Service Directorate at (012) 336 1377/1351.
9. Your co-operation in implementing and managing the system is highly appreciated.



**DIRECTOR-GENERAL**

DATE: 11-09-2008

ANNEX A  
THE FILLING OF SPECIFIC SMS POSTS AND THE SIGNING OF PERFORMANCE AGREEMENTS BY SMS MEMBERS - STATUS REPORT ON 30 SEPTEMBER 2008

The purpose of this survey is to obtain information on the filling of vacant positions as referred to in the circular and on the signing of performance agreements by the Head of Department and all senior managers in your department. Information must reflect the status as on 30 September 2008. The completed template must be forwarded to reach the dpsa (for attention of Ms Dipsy Mereotho, at SMS@dpsa.gov.za not later than 17 October 2008)

**Complete the yellow blocks only**

Department: \_\_\_\_\_ Date: \_\_\_\_\_  
As on 30 September 2008

Levels	Number of funded SMS posts		Number of SMS members		Vacancies		Nature of appointment		Number of members with signed PAs		Number of members without signed PAs		Reasons for not signing
	Number	%	Number	%	Number	%	permanent	contract	Number	%	Number	%	
DG/HoDs	16				0								
	15				0								
	14				0								
	13				0								
Total	0		0		0		0	0	0		0		

Total number of all employees on the approved establishment

Level	Filled/Vacant	Perm/contr	when

CFO  
HoD

Reasons for positions vacant longer than 6 months

DG approved