



**the dpsa**

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

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## **TO ALL HEADS OF NATIONAL DEPARTMENTS**

### **ALIGNMENT OF DIRECTORS-GENERAL PERFORMANCE AGREEMENTS TO THEIR MINISTER'S PERFORMANCE AGREEMENT**

1. The Minister for Public Service and Administration has in terms of regulation 4/III/B.3 of the Public Service Regulations, 2001, read with section 41 (3) of the Public Service Act, 1994, issued a Directive on Performance Management and Development System for SMS as set out in Chapter 4 of the SMS Handbook.
2. The employment contract states that a Head of Department (HoD) shall enter into an annual Performance Agreement (PA) with the Executive Authority (EA). In June 2009, the DPSA issued a circular to indicate that all SMS must conclude their PAs not later than 31 May of each year. This is linked to a specific financial year and should be reviewed annually. Furthermore, the HoD should enter into a PA not later than three months after assumption of duty/entering into a new post.
3. The State President, in his State of the Nation Address on the 11<sup>th</sup> February 2010, indicated that "the work of departments will be measured by outcomes, developed through performance monitoring and evaluation system." In this regard, Ministers have signed with the President, performance agreements which are based on the key outcomes of Government. It is therefore advised that Directors-General at National level align their 2010/11 performance agreements with their Minister's performance agreements. This alignment should be cascaded to all levels of Senior Managers and throughout the department.
4. It is expected that all PAs of SMS members be concluded and filed; and that HoDs submit their signed PAs to the Office of the Public Service Commission by no later than **30 June 2010**.
5. Your co-operation in this regard will be highly appreciated.

Kind Regards

**DIRECTOR-GENERAL**

DATE *26 May 2010*