



**the dpsa**

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

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## **TO HEADS OF NATIONAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS**

### **ANNUAL REPORT: COMPETENCY BASED ASSESSMENTS.**

1. The circular and Directive dated 10 May 2011 has reference.
2. This circular serves to remind all Heads of Departments to report on the use of competency based assessments for SMS. Section 5 of the Directive makes provision for annual reporting by departments.
3. The reported information enables the DPSA to identify specific developmental trends and creates a platform for continuous improvement of processes and practices. The attached template serves as a standard format for reporting and is expected to be completed and submitted by 30 April 2012. The information required must cover the period 1 April 2011 to 31 March 2012.
4. The completed template, signed by the Head of Department, may be emailed to [Renels@dpsa.gov.za](mailto:Renels@dpsa.gov.za). The Offices of the Premier are kindly requested to co-ordinate with their provincial departments and submit one comprehensive template for the entire province.
5. Your co-operation is sincerely appreciated.

Kind Regards

**M. M. Diphofa  
Director-General**

Date: 24/02/2012



REPORT ON THE USE OF COMPETENCY BASED ASSESSMENTS FOR SMS: 01 APRIL 2011 – 31 MARCH 2012

NAME OF NATIONAL DEPARTMENT / PROVINCE: \_\_\_\_\_

TABLE A: General	FEMALE	MALE	TOTAL
Number of assessments conducted			
Number of assessments conducted at level 13			
Number of assessments conducted at level 14			
Number of assessments conducted at level 15			
Number of assessments conducted at level 16			

TABLE B: Outcome of assessment	FEMALE	MALE	TOTAL
<b>Number of SMS <u>appointed</u> who did not meet the required proficiency levels at:</b>			
Level 13			
Level 14			
Level 15			
Level 16			

TABLE C: Personal Development Initiatives	FEMALE	MALE	TOTAL
<b>Has training been initiated based on identified gaps from the competency assessment report for all SMS members who were assessed at:</b>			
Level 13			
Level 14			
Level 15			
Level 16			

COMPETENCIES MEASURED (tick which competencies were measured as either strong or weak in the Department/Province overall)

TABLE D:	Strength	Weakness
Financial Management		
Change Management		
People Management and Empowerment		
Strategic Capability and Leadership		
Programme and Project Management		

INDICATE 3 TOP DEVELOPMENTAL AREAS IDENTIFIED THROUGH THE COMPETENCY ASSESSMENT

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_  
HEAD OF DEPARTMENT

DATE: