



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

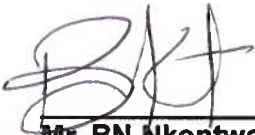
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TO ALL HEADS OF NATIONAL/PROVINCIAL DEPARTMENTS AND GOVERNMENT COMPONENTS

REPORTING ON POOR PERFORMANCE OF MEMBERS OF THE SENIOR MANAGEMENT SERVICE (SMS)

1. The DPSA Circular 14/4/1/P dated 20 May 2013 regarding the Strategy for the Management of Poor Performance for Members of the Senior Management Service refers.
2. On 6 March 2013, the Minister for the Public Service and Administration (MPSA) approved the Strategy for the Management of Poor Performance for Members of the SMS. The interventions outlined in the Strategy seek to overcome the inconsistencies and weaknesses in the application of the Misconduct and the Incapacity Code and Procedures and consequences for poor performance.
3. In terms of the Strategy, departments are required to report to the DPSA on a six-monthly basis on poor performing SMS members. Departments must report on all SMS members who have scored below a satisfactory rating in the mid-year and/or annual assessment, as well as indicate on the areas of poor performance, the frequency of such poor performance, and what plans are in place to address the poor performance of members of the SMS in the department.
4. Departments are requested to submit the first report based on the outcome of the annual assessments for 2012/2013 performance cycle by **31 October 2013**. Going forward, departments are required to submit six-monthly reports by March on the mid-year reviews of the current performance cycle, and by 30 September on the outcome of the annual assessments of the previous performance cycle. For example, in March 2014, departments will report on the mid-year review of the 2013/2014 performance cycle and in September 2014 will report on the annual assessment of the 2013/2014 performance cycle.
5. The attached templates at Annexures A and B of the letter must be used to report to the DPSA. Electronic copies of the templates can be obtained from Mr. T Shabane. You may also direct any queries regarding this circular to him. Mr. T Shabane's contact details appear above.
6. Your cooperation is appreciated.



Mr. BN Nkontwana
Acting Director-General
Date: 27/9/2013



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REPUBLIC OF SOUTH AFRICA

MARCH 20 _____

**REPORTING TEMPLATE: SCHEDULE OF POOR PERFORMING SMS MEMBERS FOR MID-YEAR (SEPTEMBER REVIEW)
PERFORMANCE CYCLE 1 APRIL 20 _____ TO 31 MARCH 20 _____**

NAME AND SURNAME	PERSONAL NR	POST DESIGNATION	DATE OF ASSESSEMENT	ASSESSMENT RATING		DEVELOPMENT AREAS IDENTIFIED	NAME AND DESIGNATION OF SUPERVISOR	INCAPACITY PROCEDURES INTRODUCED (Y/N)? COMMENTS
				PREVIOUS ANNUAL RATING	CURRENT RATING			

SIGNATURE OF HOD

DATE



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REPUBLIC OF SOUTH AFRICA

SEPTEMBER 20_____

**REPORTING TEMPLATE: SCHEDULE OF POOR PERFORMING SMS MEMBERS FOR ANNUAL ASSESSMENT
PERFORMANCE CYCLE 1 APRIL 20_____ TO 31 MARCH 20_____**

NAME AND SURNAME	PERSONAL NR	POST DESIGNATION	DATE OF ASSESSEMENT	ASSESSMENT RATING		DEVELOPMENT AREAS IDENTIFIED	NAME AND DESIGNATION OF SUPERVISOR	INCAPACITY PROCEDURES INTRODUCED (Y/N)? COMMENTS
				PREVIOUS MID-YEAR RATING	CURRENT RATING			

SIGNATURE OF HOD

DATE