



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

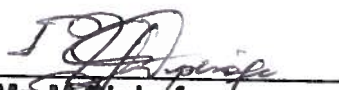
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TO ALL HEADS OF NATIONAL/PROVINCIAL DEPARTMENTS AND GOVERNMENT COMPONENTS

METHODOLOGY FOR THE QUALITY ASSURANCE OF PERFORMANCE AGREEMENTS OF MEMBERS OF THE SENIOR MANAGEMENT SERVICE (SMS)

1. The Minister for the Public Service and Administration (MPSA) in terms of 3(c) of the Public Service Act, 1994, as amended has approved that the attached Methodology for the Quality Assurance of Performance Agreements for Members of the Senior Management Service (SMS) be implemented in all departments with effect from 01 April 2014.
2. The Performance Management and Development System (PMDS) for SMS provides that all SMS members must enter into performance agreements (PAs) with their immediate supervisor in every financial year. The Public Service Regulations, 2001, read with Chapter 4 of the SMS Handbook, prescribes that the performance of SMS members must be managed through a performance agreement and must be linked to the department's strategic and/or operational plan.
3. Over the years the Department of Public Service and Administration (DPSA) has seen a significant improvement in the compliance of SMS members in the signing of PAs. The concern, however, is that a large number of the PAs are not of the requisite quality. The need was, therefore, identified to develop a methodology for the quality assurance of PAs of SMS members. The methodology outlines the process to be followed in the development and the quality assurance of the PAs. Managers and supervisors are the primary key stakeholders in the process in ensuring that the PAs meet the minimum quality standard. This process is to be monitored and advised on by departmental HR.
4. Departments are responsible to brief their SMS Members about the contents of the methodology. To facilitate this process, the DPSA will conduct workshops to assist departments in the implementation of the methodology. You may direct all enquiries relating to this matter to Mr T Shabane whose contact details above.
5. Your cooperation is appreciated


Mr. M Diphofa
Director-General
Date: 04/06/2014