



the dpsa

Department:
Public Service and Administration
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TO HEADS OF NATIONAL/PROVINCIAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

DPSA CIRCULAR 16 OF 2017

DIRECTIVE ON THE PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM FOR HEADS OF DEPARTMENT

1. Outcome 12 and the Minister for the Public Service and Administration (MPSA) Delivery Agreement provides that the Department of Public Service and Administration (DPSA) shall review the Performance Management and Development System (PMDS) for members of the Senior Management Service (SMS), including the PMDS for Heads of Department (HODs). The PMDS for HODs is characterized by four (4) overarching elements, namely employee performance, Key Government Focus Areas and Auditor-General's Audit Opinion and Findings and Organisational Performance based on the achievement of the Annual Performance Plan. It also serves as a tool to monitor, evaluate and connect the individual performance outcome with the organisational performance results.
2. On 6 December 2017, Cabinet approved the PMDS for HODs to be implemented with effect from 1 April 2018. The MPSA, in terms of section 41(3) of the Public Service Act, 1994, read with regulation 88 of the Public Service Regulation, 2016, has approved and issued the PMDS for HODs to be implemented with effect from 1 April 2018.
3. The DPSA will work closely with the Department of Planning Monitoring and Evaluation (DPME) and the Office of the Public Service Commission (OPSC) to implement the PMDS for HODs. The Presidency, will through the DPME, issue the PMDS guidelines on the evaluation of HODs. The DPSA and DPME will conduct joint implementation workshops with National Departments, Offices of the Premiers and Provincial Departments between 30 January to 17 March 2018. Further details on the workshops will be communicated in due course.
4. Chapter 4 of the SMS Handbook will be appropriately amended and issued with the intent to separate the PMDS for HODs from that applicable to other members of the SMS. Attached please find herewith a copy of the PMDS for HODs. A copy of the PMDS for HODs is also available on the DPSA website <http://www.dpsa.gov.za>.
5. Should Departments need any further information or clarification regarding the PMDS policy, please contact the Directorate Employee Performance Management at 012 336 1246 or email at pmds@dpsa.gov.za.

Mr. Willie Vukela
Acting Director-General

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