**[**Departmental logo**]**

**ANNEXURE E1**

**chief Director and Director Performance Annual assessment Template**

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| **Name of the SMS member** |  | **Job title** |  |
| **Persal Number** |  | **Performance cycle** |  |
| **Name of the Supervisor** |  | **Annual Assessment** | April - March  | Yes | No |
| **Name of Department** |  |  |
| **Province (if applicable)** |  |

**Employee performance: Key Result Areas (KRAs)**

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| --- | --- | --- |
| **KRA NO 1:** | **KRA weight** |  |
| **ACTIVITIES**  | **PERFORMANCE MEASURES** | **SMS Rating** | **Supervisor Rating** | **Agreed Rating** | **Moderated Rating** |
| **TARGET** | **ACTUAL ACHIEVEMENT/EVIDENCE** |
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| **KRA NO 2:** | **KRA weight** |  |
| **ACTIVITIES**  | **PERFORMANCE MEASURES** | **SMS Rating** | **Supervisor Rating** | **Agreed Rating** | **Moderated Rating** |
| **TARGET** | **ACTUAL ACHIEVEMENT/EVIDENCE** |
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| **KRA NO 3:** | **KRA weight** |  |
| **ACTIVITIES**  | **PERFORMANCE MEASURES** | **SMS Rating** | **Supervisor Rating** | **Agreed Rating** | **Moderated Rating** |
| **TARGET** | **ACTUAL ACHIEVEMENT/EVIDENCE** |
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| **KRA NO 4:** | **KRA weight** |  |
| **ACTIVITIES**  | **PERFORMANCE MEASURES** | **SMS Rating** | **Supervisor Rating** | **Agreed Rating** | **Moderated Rating** |
| **TARGET** | **ACTUAL ACHIEVEMENT/EVIDENCE** |
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| **KRA NO 5:** | **KRA weight** |  |
| **ACTIVITIES**  | **PERFORMANCE MEASURES** | **SMS Rating** | **Supervisor Rating** | **Agreed Rating** | **Moderated Rating** |
| **TARGET** | **ACTUAL ACHIEVEMENT/EVIDENCE** |
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**Competencies: Personal Development Plan**

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| **No** |  | **Dev. Required** |
| **Core Management Competencies (CMCs)** | **Process Competencies (PCs)** | **CMCs** | **PCs** |
| **Yes/No** | **Yes/No** |
| 1 | Strategic Capability and Leadership  | Knowledge Management  |  |  |
| 2 | People Management and Empowerment  | Service Delivery Innovation  |  |  |
| 3 | Programme and Project Management  | Problem solving and analysis  |  |  |
| 4 | Financial Management  | Client Orientation  |  |  |
| 5 | Change Management  | Customer focus Communication  |  |  |
| **Other Development Required** |
| 1 |  |
| 2 |  |
| 3 |  |

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| **Comment by the SMS member on his/her performance** |
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| **Comment by the Supervisor** |
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| **Comment by the Chairperson of the Moderation Committee (if any)** |
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SMS Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor' Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_