



HOD/DGs MID CYCLE PERFORMANCE ASSESSMENTS TEMPLATE

Name of Executive Authority		Province (if applicable)	
Name of Head of Department		Performance cycle	
Persal No.		Annual Assessment	
Name of Department			

EMPLOYEE PERFORMANCE: KEY RESULT AREAS (KRAs)

KRA NO 1:			
ACTIVITIES / OUTPUTS	PERFORMANCE MEASURES		RATING
	INDICATOR / TARGET	ACTUAL ACHIEVEMENT/EVIDENCE	
OVERALL SCORE FOR THIS KRA			

KRA NO 2:			
ACTIVITIES / OUTPUTS	PERFORMANCE MEASURES		RATING
	INDICATOR / TARGET	ACTUAL ACHIEVEMENT/EVIDENCE	
OVERALL SCORE FOR THIS KRA			

KRA NO 3:			
ACTIVITIES / OUTPUTS	PERFORMANCE MEASURES		RATING
	INDICATOR / TARGET	ACTUAL ACHIEVEMENT/EVIDENCE	
			OVERALL SCORE FOR THIS KRA

KRA NO 4:			
ACTIVITIES / OUTPUTS	PERFORMANCE MEASURES		RATING
	INDICATOR / TARGET	ACTUAL ACHIEVEMENT/EVIDENCE	
			OVERALL SCORE FOR THIS KRA

Initials: _____

Initials: _____

KRA NO 5:			
ACTIVITIES / OUTPUTS	PERFORMANCE MEASURES		RATING
	INDICATOR / TARGET	ACTUAL ACHIEVEMENT/EVIDENCE	
			OVERALL SCORE FOR THIS KRA

Please review and indicate the status or track progress on government priorities to establish if it progress according to plan and whether by the end of the performance cycle it will be achieved by indicating with a "Yes of No".

KEY GOVERNMENT FOCUS AREAS NO 1: Develop and implement an effective and efficient supply chain				
KEY FOCUS AREA ACTIVITIES / OUTPUTS	PERFORMANCE MEASURES	progressing		PROGRESS REVIEW COMMENT
	INDICATOR / TARGET	YES	NO	
Ensure that the number of procurement transactions are managed	10% reduction in the total number of procurement transactions below R500K by the end of the financial year (31 March)			
Ensure that the nature of procurement spend is managed	10% reduction in the value of procurement spend under R500K			
Ensure that there is savings on procurement spend	5% saving on annual procurement spend			
Ensure that procurement planning is managed	The finalisation of tender awards within an average of 60 days from the date bids close			
Ensure that SCM risk management is performed	Risk response plans for the top 5 SCM risks developed			
Ensure that the department pays all compliant supplier invoices within 30 days of receipt of invoice	100% of compliant supplier invoices paid within 30 days of receipt of invoice.			

Initials: _____

Initials: _____

KEY GOVERNMENT FOCUS AREAS NO 2: Diversity and Transformation

KEY FOCUS AREA ACTIVITIES / OUTPUTS	PERFORMANCE MEASURES	progressing		PROGRESS REVIEW COMMENT
	INDICATOR / TARGET	YES	NO	

KEY GOVERNMENT FOCUS AREAS NO 3: Integrated governance

KEY FOCUS AREA ACTIVITIES / OUTPUTS	PERFORMANCE MEASURES	progressing		PROGRESS REVIEW COMMENT
	INDICATOR / TARGET	YES	NO	

Initials: _____

Initials: _____

KEY GOVERNMENT FOCUS AREAS NO 4: International and Regional integration

KEY FOCUS AREA ACTIVITIES / OUTPUTS	PERFORMANCE MEASURES	progressing		PROGRESS REVIEW COMMENT
	INDICATOR / TARGET	YES	NO	

KEY GOVERNMENT FOCUS AREAS NO 5: Implementation of the Minimum Information Security Standard (MISS)

KEY FOCUS AREA ACTIVITIES / OUTPUTS	PERFORMANCE MEASURES	progressing		PROGRESS REVIEW COMMENT
	INDICATOR / TARGET	YES	NO	

Initials: _____

Initials: _____

Competencies: Personal Development Plan

No	Core Management Competencies	Process Competencies	Developmental required?	
1				
2				
3				
4				
5				

If any CMCs indicates yes for development required the PDP must be amended.

Comment by the HOD/DG on his/her performance

Comment by the Executive Authority

HOD/DG Signature: _____

EA Signature: _____

Date: _____

Date: _____

Initials: _____

Initials: _____