

**ANNEXURE F**

**HOD Mid-cycle Performance review Template**

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| **Name of Executive Authority** |  | **Province (if applicable)** |  |
| **Name of Head of Department** |  | **Performance cycle** |  |
| **Persal No.** |  | **Mid-Year Review** | April - September |
| **Name of Department** |  |

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

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| **KRA NO 1:** |
| **ACTIVITIES / OUTPUTS** | **PERFORMANCE MEASURES** |
| **INDICATOR / TARGET** | **ACTUAL ACHIEVEMENT/EVIDENCE** | **HoD’s Rating** | **EA’s Rating** |
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| **\*Overall Performance CATEGORY for KRA 1:** |  |  |

*\*NOT EFFECTIVE, PARTIALLY EFFECTIVE, FULLY EFFECTIVE and HIGHLY EFFECTIVE*

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| **KRA NO 2:** |
| **ACTIVITIES / OUTPUTS** | **PERFORMANCE MEASURES** |
| **INDICATOR / TARGET** | **ACTUAL ACHIEVEMENT/EVIDENCE** | **HoD’s Rating** | **EA’s Rating** |
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| **\*Overall Performance CATEGORY for KRA 2:** |  |  |

*\*NOT EFFECTIVE, PARTIALLY EFFECTIVE, FULLY EFFECTIVE and HIGHLY EFFECTIVE*

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| **KRA NO 3:** |
| **ACTIVITIES / OUTPUTS** | **PERFORMANCE MEASURES** |
| **INDICATOR / TARGET** | **ACTUAL ACHIEVEMENT/EVIDENCE** | **HoD’s Rating** | **EA’s Rating** |
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| **\*Overall Performance CATEGORY for KRA 3:** |  |  |

*\*NOT EFFECTIVE, PARTIALLY EFFECTIVE, FULLY EFFECTIVE and HIGHLY EFFECTIVE*

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| **KRA NO 4:** |
| **ACTIVITIES / OUTPUTS** | **PERFORMANCE MEASURES** |
| **INDICATOR / TARGET** | **ACTUAL ACHIEVEMENT/EVIDENCE** | **HoD’s Rating** | **EA’s Rating** |
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| **\*Overall Performance CATEGORY for KRA 4:** |  |  |

*\*NOT EFFECTIVE, PARTIALLY EFFECTIVE, FULLY EFFECTIVE and HIGHLY EFFECTIVE*

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| **KRA NO 5:** |
| **ACTIVITIES / OUTPUTS** | **PERFORMANCE MEASURES** |
| **INDICATOR / TARGET** | **ACTUAL ACHIEVEMENT/EVIDENCE** | **HoD’s Rating** | **EA’s Rating** |
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| **\*Overall Performance CATEGORY for KRA 5:** |  |  |

*\*NOT EFFECTIVE, PARTIALLY EFFECTIVE, FULLY EFFECTIVE and HIGHLY EFFECTIVE*

*Please review and indicate the status or progress on the 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 or No".*

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| **KEY GOVERNMENT FOCUS AREAS NO 1: Develop and implement an effective and efficient supply chain** |
| **KEY FOCUS AREA ACTIVITIES / OUTPUTS** | **PERFORMANCE MEASURES** | **PROGRESS** | **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. |   |  |
| **Overall Comment on the progress of the KGFA no 1:** |

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| **KEY GOVERNMENT FOCUS AREAS NO 2: Diversity and Transformation** |
| **KEY FOCUS AREA ACTIVITIES / OUTPUTS** | **PERFORMANCE MEASURES** | **PROGRESS** | **Progress review comment** |
| **INDICATOR / TARGET** | **Yes/NO** |
| Ensure that equity targets are met 50% representation of women at sms | At least a 1% increase in the representation of persons with disabilities for departments with representation below 1% |   |  |
| 2% representation of persons with disabilities across all levels | At least 20% increase in the representation of women at SMS for departments below 30%; 5% for departments between 30% and 40% and 3% for departments between 41% and 49% |   |  |
| Attraction of youth into the Public Service | At least 30% of the staff in the department is comprised of youth |   |  |
| Ensure that reasonable accommodation is provided to employees with disabilities and employees with small children | Report on the number of work related assistive devices provided in the department. Report on reasonable accommodation measures provided in the department. |   |  |
| Ensure that reports have disaggregated data to show beneficiaries in terms of age, race, disability and gender | Reports with disaggregated data |   |  |
| **Overall Comment on the progress of the KGFA no 2:** |

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| **KEY GOVERNMENT FOCUS AREAS NO 3: Integrated governance** |
| **KEY FOCUS AREA ACTIVITIES / OUTPUTS** | **PERFORMANCE MEASURES** | **PROGRESS** | **Progress review comment** |
| **INDICATOR / TARGET** | **Yes/NO** |
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|  **Overall Comment on the progress of the KGFA no 3:** |
| **KEY GOVERNMENT FOCUS AREAS NO 4: International and Regional integration** |
| **KEY FOCUS AREA ACTIVITIES / OUTPUTS** | **PERFORMANCE MEASURES** | **PROGRESS** | **Progress review comment** |
| **INDICATOR / TARGET** | **Yes/NO** |
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| **Overall Comment on the progress of the KGFA no 4:** |

| **KEY GOVERNMENT FOCUS AREAS NO 5: Implementation of the Minimum Information Security Standard (MISS)** |
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| **KEY FOCUS AREA ACTIVITIES / OUTPUTS** | **PERFORMANCE MEASURES** | **PROGRESS** | **Progress review comment** |
| **INDICATOR / TARGET** | **Yes/NO** |
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| **Overall Comment on the progress of the KGFA no 5:** |

**COMPETENCIES: PERSONAL DEVELOPMENT PLAN**

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| **No** |  | **Development required.** |
|  | **Core Management Competencies (CMCs)** | **Process Competencies (PCs)** | **CMCs****Yes/No** | **PCs****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 |  |  |

CMCs and PCs indicates yes for development required the PDP must be amended.

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| **Comment by the HOD/DG on his/her performance** |
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| **Comment by the Executive Authority** |
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HOD/DG Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EA Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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