

**ANNEXURE G**

**HOD/DGs Annual Performance Assessments Template**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Executive Authority** |  | **Province (if applicable)** |  |
| **Name of Head of Department** |  | **Performance cycle** |  |
| **Persal No.** |  | **Annual Assessment** | April - March |
| **Name of Department** |  | | |

**Employee performance: key result Areas**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **KRA NO 1:** | | | | **KRA Weight** | | |  |
| **ACTIVITIES / OUTPUTS** | **PERFORMANCE MEASURES** | | **SMS RATING** | | **SUPERVISOR RATING** | **AGREED**  **RATING** | **EVALUATED SCORE (PRESIDENCY / OTP OR PSC)** |
| **INDICATOR / TARGET** | **ACTUAL ACHIEVEMENT/EVIDENCE** |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  | | |  | |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **KRA NO 2:** | | | | **KRA Weight** | | |  |
| **ACTIVITIES / OUTPUTS** | **PERFORMANCE MEASURES** | | **SMS RATING** | | **SUPERVISOR RATING** | **AGREED**  **RATING** | **EVALUATED SCORE (PRESIDENCY / OTP OR PSC)** |
| **INDICATOR / TARGET** | **ACTUAL ACHIEVEMENT/EVIDENCE** |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  | | |  | |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **KRA NO 3:** | | | | **KRA Weight** | | |  |
| **ACTIVITIES / OUTPUTS** | **PERFORMANCE MEASURES** | | **SMS RATING** | | **SUPERVISOR RATING** | **AGREED**  **RATING** | **EVALUATED SCORE (PRESIDENCY / OTP OR PSC)** |
| **INDICATOR / TARGET** | **ACTUAL ACHIEVEMENT/EVIDENCE** |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  | | |  | |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **KRA NO 4:** | | | | **KRA Weight** | | |  |
| **ACTIVITIES / OUTPUTS** | **PERFORMANCE MEASURES** | | **SMS RATING** | | **SUPERVISOR RATING** | **AGREED**  **RATING** | **EVALUATED SCORE (PRESIDENCY / OTP OR PSC)** |
| **INDICATOR / TARGET** | **ACTUAL ACHIEVEMENT/EVIDENCE** |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  | | |  | |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **KRA NO 5:** | | | | **KRA Weight** | | |  |
| **ACTIVITIES / OUTPUTS** | **PERFORMANCE MEASURES** | | **SMS RATING** | | **SUPERVISOR RATING** | **AGREED**  **RATING** | **EVALUATED SCORE (PRESIDENCY / OTP OR PSC)** |
| **INDICATOR / TARGET** | **ACTUAL ACHIEVEMENT/EVIDENCE** |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  |  |  |  | |  |  |  |
|  | | |  | |  |  |  |

**KEY GOVERNMENT FOCUS AREAS (KGFA's)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **KGFA NO 1: Develop and implement an effective and efficient supply chain** | | | | | | |
| **KEY FOCUS AREA ACTIVITIES / OUTPUTS** | **PERFORMANCE MEASURES** | | **SMS RATING** | **SUPERVISOR RATING** | **AGREED**  **RATING** | **EVALUATED SCORE (PRESIDENCY / OTP OR PSC)** |
| **INDICATOR / TARGET** | **ACTUAL PERFORMANCE** |
| 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. |  |  |  |  |  |
|  | | |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **KEY GOVERNMENT FOCUS AREAS NO. 2: Diversity and Transformation** | | | | | |  |
| **KEY FOCUS AREA ACTIVITIES / OUTPUTS** | **PERFORMANCE MEASURES** | | **SMS RATING** | **SUPERVISOR RATING** | **AGREED**  **RATING** | **EVALUATED SCORE (PRESIDENCY / OTP OR PSC)** |
| **INDICATOR / TARGET** | **ACTUAL PERFORMANCE** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | | |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **KEY GOVERNMENT FOCUS AREAS NO 3: Integrated governance** | | | | | | |
| **KEY FOCUS AREA ACTIVITIES / OUTPUTS** | **PERFORMANCE MEASURES** | | **SMS RATING** | **SUPERVISOR RATING** | **AGREED**  **RATING** | **EVALUATED SCORE (PRESIDENCY / OTP OR PSC)** |
| **INDICATOR / TARGET** | **ACTUAL PERFORMANCE** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | | |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **KEY GOVERNMENT FOCUS AREAS NO 4: International and Regional integration** | | | | | | |
| **KEY FOCUS AREA ACTIVITIES / OUTPUTS** | **PERFORMANCE MEASURES** | | **SMS RATING** | **SUPERVISOR RATING** | **AGREED**  **RATING** | **EVALUATED SCORE (PRESIDENCY / OTP OR PSC)** |
| **INDICATOR / TARGET** | **ACTUAL PERFORMANCE** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | | |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **KEY GOVERNMENT FOCUS AREAS NO 5: Implementation of the Minimum Information Security Standard (MISS)** | | | | | | |
| **KEY FOCUS AREA ACTIVITIES / OUTPUTS** | **PERFORMANCE MEASURES** | | **SMS RATING** | **SUPERVISOR RATING** | **AGREED**  **RATING** | **EVALUATED SCORE (PRESIDENCY / OTP OR PSC)** |
| **INDICATOR / TARGET** | **ACTUAL PERFORMANCE** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | | |  |  |  |  |

**Competencies: Personal Development Plan**

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

|  |
| --- |
| **Comment by the HOD/DG on his/her performance** |
|  |

|  |
| --- |
| **Comment by the Executive Authority** |
|  |

HOD/DG Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EA Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Auditor General opinion and findings and organisational performance**

Annual Performance Assessment results for AG Annual Performance Assessment results for APP achievements

**Number of Planned target**

**Target achieved**

APP Weighting

**organisational performance (APP Target)**

**20%**

**AG Weighting**

**AG Weighting**

**AG Weighting**

**Weighted Score/rating**

**AG Weighting**

**AG assessment score (rating 0-3)**

**Auditors general opinion and findings**

**20%**

**AG Weighting**

**AG Weighting**

**Weighted Score/rating**

HOD/DG Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EA Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

|  |
| --- |
| **Comment or Feedback by the Chairperson of the Evaluation Panel** |
|  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the Chairperson of the Evaluation Committee

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