the dpsa
Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

Private Bag X916, PRETORIA, 0001. Tel: (012) 336 1000, Fax: (012) 326 7802
Private Bag X9148, CAPE TOWN, 8000. Tel: (021) 467 5120, Fax: (021) 467 5484

Ms PL Maila Tel: 012 336 1293 Fax: 012 336 1812 PMDS@dpsa.gov.za Ref: 14/4/1/P

TO ALL HEADS OF NATIONAL/PROVINCIAL DEPARTMENTS AND GOVERNMENT COMPONENTS

DPSA CIRCULAR NO 33 OF 2019

REVISED DUE DATES ON THE SUBMISSION OF REPORTS ON THE MANAGEMENT OF POOR PERFORMANCE OF MEMBERS OF THE SENIOR MANAGEMENT SERVICE

1. In March 2013, the Minister for the Public Service and Administration (MPSA) approved the strategy for the management of poor performance for members of the SMS. The strategy was communicated to departments by means of the DPSA circular dated 20 May 2013. The strategy outlines interventions that seek to overcome inconsistencies and weaknesses in the application of Misconduct and Incapacity Code and Procedures and consequences for poor performance.

2. Paragraph 1.2 of the strategy on the management of poor performance for members of the Senior Management Service provides that departments will report in March for the mid-year reviews and September for the annual assessments for the previous cycle on all SMS members who were scored below a satisfactory rating for the mid-year and/or annual assessments.

3. In February 2018, the MPSA approved the revised PMDS for members of the SMS excluding HODs, which was issued as a directive in terms of section 41(3) of the Public Service Act read with regulation 88 of the Public Service Regulations 2016. The Directive prescribes the due dates for finalization of mid-year reviews as 30 November and 31 December annually, respectively.

4. Therefore, to ensure alignment of processes and reporting, departments are informed to submit the report for the mid-year review of the current performance cycle and annual assessment for the previous performance cycle on or before 31 March annually. Departments will thus submit one report annually. Interventions 1, 5 and 6 in the table on page 4 of Annexure A to the Circular on the Strategy for the management of poor performance for members of the SMS have been amended to give effect to the change in the reporting date (attached for ease of reference).

5. The template for reporting effective from 2019/2020 performance cycle is attached and also available on the DPSA website. You may direct all enquiries relating to this matter to Ms P L Maila whose contact details are above.

6. Your cooperation is appreciated.

Professor Richard Levin
Director-General
Date: 1/10/19

the dpsa
Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

ANNEXURE A

REPORTING TEMPLATE: SCHEDULE OF POOR PERFORMING SMS MEMBERS FOR MID-YEAR REVIEWS
PERFORMANCE CYCLE 1 APRIL 20____ TO 31 MARCH 20___

NAME OF DEPARTMENT: _____
MARCH 20_____

NO	SURNAME AND INITIALS	PERSAL NO	POST DESIGNATION (Director/Chief Director/DDG/HOD)	DATE OF ASSESSEMENT (NOT THE FINANCIAL YEAR)	ASSESSMENT RATING OVERALL MID-YEAR REVIEWS RATING SCORE (%) (2019/2020)	NAME AND DESIGNATION OF SUPERVISOR	INCAPACITY PROCEDURES INTRODUCED (Y/N)	COMMENTS

_____
SIGNATURE OF HOD

_____
DATE

the dpsa
Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

ANNEXURE B

REPORTING TEMPLATE: SCHEDULE OF POOR PERFORMING SMS MEMBERS FOR ANNUAL ASSESSMENT PERFORMANCE CYCLE 1 APRIL 20____ TO 31 MARCH 20___

NAME OF DEPARTMENT: _____

MARCH 20_____

NO	SURNAME AND INITIALS	PERSAL NO	POST DESIGNATION (Director/Chief Director/DDG/HOD)	DATE OF ASSESSEMENT (NOT THE FINANCIAL YEAR)	ASSESSMENT RATING OVERALL ANNUAL RATING SCORE (%) (2017/2018)	NAME AND DESIGNATION OF SUPERVISOR	INCAPACITY PROCEDURES INTRODUCED (Y/N)	COMMENTS

_____
SIGNATURE OF HOD

_____
DATE

the dpsa
Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

ANNEXURE C

MANAGEMENT OF POOR PERFORMANCE OF SMS MEMBERS
PERFORMANCE CYCLE 1 APRIL 20____ TO 31 MARCH 20___
PERIOD OF REVIEW/ASSESSMENTS_____

NAME OF DEPARTMENT: _____

REPORTING PERIOD: MARCH 20_____

NO	SURNAME AND INITIALS	POST DESIGNATION (DIRECTOR/CHIEF DIRECTOR/DDG/HOD)	OVERALL SCORE	STEPS TAKEN TO ADDRESS POOR PERFORMANCE	PROGRESS/COMMENTS

_____
SIGNATURE OF HOD

_____
DATE

Relevant intervention	Responsible entity	Activity	Relevant timeframe
Intervention 1	Offices of the Premier, National and provincial departments	Report to the DPSA: Branch ECOS on the poor performing managers and steps taken to address poor performance	Annually in March
Intervention 2	DPSA	Issue Directive on the management of poor performance	First quarter of 2013/2014 financial year
Intervention 3	DPSA, Office of the Public Service Commission	Update and reissue the PSC Toolkit for Management of Poor Performance in the Public Service	Second quarter of 2013/2014 financial year
Intervention 4	DPSA	Adopt process map for managing poor performance for DGs and HODs	First quarter of 2013/2014 financial year
Intervention 5	DGs and HODs of national and provincial departments	Report to the DPSA on disciplinary action(s) taken against SMS members who are guilty of gross poor performance	Annually in March
Intervention 6	DPSA, The Presidency and Office of the Premier	Report to the DPSA on disciplinary steps taken against DGs and HODs who failed to execute development or consequences for poor performing SMS members	Annually in March
Intervention 6	DPSA and the Presidency	Delegate authority to institute disciplinary action against DGs/HODs to relevant executive authority.	First quarter of 2013/2014 financial year
Intervention 7	DPSA	Amend the incapacity Code applicable to members of SMS	Fourth quarter of 2013/2014 financial year