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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

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TO ALL HEADS OF NATIONAL/ PROVINCIAL DEPARTMENTS AND GOVERNMENT COMPONENTS

DPSA CIRCULAR NO 49 of 2024

EXEMPTION FROM CONDUCTING MID-YEAR REVIEWS BY HODS AND THOSE SMS MEMBERS AND NON-SMS EMPLOYEES WHOSE DEPARTMENTS HAVE BEEN AFFECTED BY THE NATIONAL MACRO ORGANISATION OF GOVERNMENT OR PROVINCIAL MACRO ORGANISATION OF GOVERNMENT

1. The Directives on the Performance Management and Development System (PMDS), issued by the Minister for the Public Service and Administration (MPSA), govern the performance of Heads of Departments (HoDs), Senior Management Service (SMS) members, and non-SMS employees. These directives mandate that all HoDs, SMS members, and non-SMS employees must conduct mid-year reviews annually by 31 October and 30 November, respectively.
2. Regulation 4 of the Public Service Regulations, 2016 (PSR) and the directives on the PMDS for HoDs, SMS members, and non-SMS employees provide that the MPSA may, under justifiable circumstances, grant a deviation from complying with the timeframes for signing performance agreements (PAs), mid-year reviews, and annual assessments. Additionally, the MPSA may consider granting a deviation from parts of the PMDS processes and procedures with or without restrictions.
3. The Department of Public Service and Administration Circular 07 of 2024 communicated and clarified that HoDs and SMS members must sign performance agreements by 31 August 2024.

HEADS OF DEPARTMENT

4. The MPSA approved a deviation from Paragraph 12.3.2 of the PMDS Directive for HoDs, exempting all HoDs from conducting mid-year reviews for the 2024/2025 performance cycle. HoDs will not be required to conduct mid-year reviews for the current performance cycle.

SMS AND NON-SMS MEMBERS

5. Following the appointment of the 7th Administration, specific national and provincial departments have been affected by macro-organisational changes, making it difficult for their SMS members and non-SMS employees to conduct mid-year reviews. Therefore, employees in departments affected by the National Macro Organisation of Government (NMOG) or Provincial Macro Organisation of Government (PMOG) processes are exempted from conducting mid-year reviews for the 2024/2025 performance cycle.
6. All SMS members and non-SMS employees who are not affected by the NMOG and PMOG are required to finalise their mid-year reviews by 31 October 2024 and 30 November 2024, respectively.
7. In cases where employees are transferred during the performance cycle, the relevant provisions of the PMDS directives shall apply. Newly appointed and transferred employees must sign PAs within three months of appointment or transfer.
8. To avoid disadvantaging affected employees by not complying with the probation provisions in Regulation 68(1) and (6), respectively, the MPSA grants blanket approval to all newly appointed employees who are affected by the NMOG and PMOG transition, especially when there are changes to their roles or reporting lines. However, this exemption only applies until 31 March 2025 and has no retrospective effect. To ensure the employee accounts for his or her performance, the employee and supervisor should sign the performance agreement within three (3) months.
9. If departments need further information or clarification regarding the PMDS directives, please contact the Directorate Performance Management at 012 336 1246/1293 or

pmds@dpsa.gov.za and/or the Directorate: Employment Management 012 3361312 or Philani.Mweli@dpsa.gov.za.

10. Your cooperation is greatly appreciated.

Yours sincerely,

Signed by:Yoliswa Makhasi
Signed at:2024-09-02 10:17:49 +02:00
Reason:I approve this document



Ms. Yoliswa Makhasi

Director-General

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