**ANNEXTURE E**

**ACTIVITY: SESSION 4**

**ANNUAL PERFOMANCE ASSESSMENT**

**EMS: OFFICE-BASED EDUCATOR**

***CONFIDENTIAL***

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| --- | --- |
| **Period under review** | 01 APRIL2018 – 31 MARCH 2019 |
| **Employee** | MAWISA NOMPUMELELO MAVIS |
| **Designation** | SES |
| **Persal number** | 52090451 |
| **Office** | HRD |
| **Date of appointment to current post** | 01/12/2007 |
| **supervisor** | MR F.A NGEWANA |

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| **PART 1- COMMENTS BY EMPLOYEE** |

(To be completed by the Employee prior to assessment. If the space provided is sufficient, the comments can be included in the attachment)

1. During the past year my major accomplishments as they related to my performance agreement were:

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| * Paid 1% pay progression to qualifying educators for the period 2017/18 |
| * Was able to attend to queries of districts successfully |
| * Was able to monitor compliance in PMDS by administrators |
| * Visited districts with the intention to support them on PERSAL |
| * Was able to verify data to avoid payment of temporary educators, non-qualifying educators and those who were promoted within this period of payment |
|  |

1. During the past year I was less successful in the following areas for the reasons stated:

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| Could not pay on time due to change of pay progression policy new developments: |
| * Changes of 1% to 1.3% pay progression in 2017/18 |
| * Could not visit all districts due to budget constraints |
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**Rating of KRAs Employees and supervisor:**

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| --- | --- | --- | --- |
| **Key Results Areas (KRAs)** | **Weight**  **(%)** | **Own rating**  **(1-5)** | **Supervisor’s rating**  **(1-5)** |
| Facilitate workshop& training | **20** | **3** |  |
| Collate &compile reports | **20** | **3** |  |
| Report to line manager regarding intervention and progress | **20** | **3** |  |
| Provide guidance to school principal | **20** | **3** |  |
| Facilitate the implementation of school safety | **20** | **3** |  |
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| **Total (NOTE: Weighting of KRAs must total 100%)** | **100** |  |  |
| **Score according to calculator** |  |  |  |

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**Rating of CMCs by Supervisor and Employee:**

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| --- | --- | --- | --- |
| **Core Management Criteria- CMCs** | **Weight**  **(%)** | **Own rating**  **(1-5)** | **Supervisor’s rating**  **(1-5)** |
| 1.Job knowledge and application | 20% | **3** |  |
| 2.Leadership abilities | 20% | **3** |  |
| 3.Interpersonal relationship | 10% | **3** |  |
| 4.Communication | 20 | **3** |  |
| 5.Service to stakeholders | 10 | **3** |  |
| 6.Acceptance of responsibility | 10 | **3** |  |
| 7.Conceptual and analytical skills | 10 | **3** |  |
| **Total (NOTE: Weighting of KRAs must total 100%)** | **100** |  |  |
| **Score according to calculator** |  |  |  |

**FINAL SCORE:**

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| --- | --- | --- | --- |
| **GRAND TOTAL** | **EMPLOYEE’S SCORE** | **SUPERVISOR’S SCORE** | **MODERATING COMNMITTEE’S SCORE** |
| **KRA+CMC (70% +30%)** |  |  |  |

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| **PART 3 - DEVELOPMENT,TRAINING,COACHING,GUIDANCE AND EXPOSURE NEEDED** |

**(**To be completed by Supervisor in consultation with Employee)

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| **Developmental need** | **Intervention strategy** | **Timeframe** | **responsibility** |
| Advanced Excel | Short course | 4th quarter | HRD |
| Advanced Persal | Short course | 4th quarter | HRD |
| EDP | Short course | 2010 | HRD |
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| **PART 4- RECOMMENDATIONS/COMMENTS** |

1. **EMPLOYEE’S COMMENTS**

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1. **SUPERVISOR’S COMMENTS**

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**AGREED:**

**Signatures:**

|  |  |
| --- | --- |
| **Employee** |  |
| **Date** |  |
| **Supervisor** |  |
| **Date** |  |

1. **COMMENTS BY MODERATING COMMITTEE**

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| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |