



human settlements

Department:
Human Settlements
REPUBLIC OF SOUTH AFRICA

Private Bag X644 Pretoria 0001 RSA Tel (012) 421 1311 Fax (012) 341 8512
Private Bag X9057 Cape Town 8000 RSA Tel (021) 466 7600 Fax (021) 465 3610
<http://www.dhs.gov.za> Fraud Line: 0800 701 701 Toll Free Line: 0800 1 46873 (0800 1 HOUSE)

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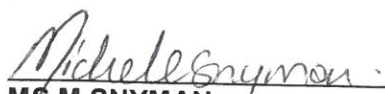
LETTER OF REFERENCE FOR WORK COMPLETED: LEKOKO CONSULTING

Lekoko Consulting started and carried out the task successfully, on time, and in a satisfactory manner for the Department during August / September 2014 after a service level agreement was signed, following the bidding process.

Lekoko Consulting was tasked with conducting the appeals process regarding the outcome of the SMS Moderating Committee within the Department, and delivered on the following:

- a) Examine Departmental applicable performance management policy framework
- b) Review of the moderated scores of fifteen (15) SMS members
- c) Analysis of Performance Agreements, mid-term reviews, and annual performance assessment reports of the SMS members who appealed the decision of the Moderating Committee
- d) Analysis of strategic plan, operational plans, quarterly performance reports and annual reports
- e) Interviewing of SMS members, their supervisors and the Moderating Committee to gather information on performance and allocation of ratings
- f) Production of a detailed Report to the Executive Authority and the Director-General with findings and recommended performance final scores, for all fifteen (15) SMS Members who appealed the decision of the Moderating Committee, and recommended remedial measures where procedural deviations or omissions are likely to recur

Hope you find this in order


MS M SNYMAN
For **DIRECTOR GENERAL**