

Date: 29/1/2018
No: 153

Circular No (4) for the year 2018
Regarding
Regulations of Setting job goals for the year 2018

To all governmental departments and bodies

Greetings,

Best regards and best wishes for continuous progress and success from Human Resources Department, in pursuant to the Articles No (58) of Human Resources Law and the Performance Management System 2015 and to achieve the strategic goals of the department of enabling the competencies and building extinguished and creative human cadres, and in accordance with the outcomes of review and improvement, you are requested to check directives of Performance Management for the year 2018 as follows:

- The Human Resource Unit in coordination with Institutional Development Office shall report goals, initiatives, strategic indexes and the institutional values to the governmental body in Mawardna System.
- The managers of the organizational units in the governmental bodies shall setup the operational goals, operational performance indexes and match them with the initiatives, strategic indexes and institutional values of the governmental body.
- The organizational units shall instruct the employees to extract job goals from the prescribed tasks and responsibilities and in accordance with the job description and to be compatible with the goals and the general directives of the governmental body, the operational plan for the department or the division and to be discussed with the immediate in charge.
- The job goals document shall be approved by the employee, the immediate in charge and the human resources unit as per the procedural sequence in Mawardna System. The General Manager has the right to review and request for amending the performance plans in some cases when he sees appropriate.
- The job goals plan shall be sent to the human resource department for review and approval.
- Three compulsory goals shall be approved for those who occupy supervisory jobs (developmental goal, supervisory goal and intuitional distinction goal).
- If the employee is assigned to do supervisory tasks, the assigning decision shall be enclosed and the supervisory goal shall be added taking into consideration the assigning period.
- Two goals shall be approved (developmental goal and institutional distinction goal) for all employees taking into account the selection of indexes that suit with their measurement nature.

Compulsory job goals	Description	Indexes
Supervisory Goal	To supervise employees in the administration, tasks distribution, assign them, to develop them professionally and to achieve job satisfaction for them.	<ul style="list-style-type: none"> • Evaluation rate of employees' performance. • The grade of developmental plan for employees. • Employees' participation rate in providing applicable innovative ideas. • Employees' satisfaction degree about job supervision. • Job obligation degree.
Developmental Goal	To use the training and development methods that stated in the training and development guidebook.	<ul style="list-style-type: none"> • Number of training courses. • Achievement and execution rate of training plan. • Diversity degree of training methods. • Number of employee training hours.
Institutional Distinction Goal	Efficient participation in achieving institutional distinction requirements and to support the changing and development efforts and the professional response for its requirements.	<ul style="list-style-type: none"> • Satisfaction degree of assigned bodies to perform the development plans and projects about the response (supervisors). • Administration participation rate in Distinction Award by 100% of (supervisors). • Number of complaints about responding to change and development requirements. • Satisfaction degree of distinction teams chives about the team performance. • Number of developmental suggestions. • The applied suggestions rate out of the total suggestions that provided by employee.

General Guidelines:

- All governmental employees with the their different grades, names and classifications are subject to Performance Management System, only those who occupy special grades, the executive leaders cadres (head departments, Deputy heads of departments, General Managers)special system shall made for them.

- **The Job Performance Management Schedule for the year 2018 shall be as follows:**

Stage	Stage Period
Performance Planning Stage	15 Jan – 15 March
Following up Achievement of Goals Stage	1 June – 31 July
Annual Performance Appraisal Stage	15 Nov – 15 Jan 2019