



GHANA CIVIL SERVICE

NOMINATION CRITERIA FOR "2023 CIVIL SERVICE AWARDS"

Nominees for the **"2023 Civil Service Awards"** (Professional and Sub-Professional Category) must fulfill the following criteria:

1. Be a Civil Service staff on grades analogous to Deputy Director and below,
2. A permanent employee working full-time and must have worked in the Service for a minimum of 3 years.
3. Successfully completed his/her appraisal and attained a score of 85% and above;
4. Exhibited excellent work and a dedication to completing assigned tasks;
5. Shown initiative and a proactive approach to going above and beyond the call of duty;
6. Encouraged and facilitated coworkers' performance and accomplishments as well as clients' satisfaction;
7. Exhibited excellent abilities and expertise in the duties given by his or her organisation and the Civil Service;
8. Made a substantial contribution for devising solutions to problems that the Ministry/Department (MD) and the Civil Service were confronting (e.g., being innovative);
9. Known for having a stellar attendance record and being on time for work;
10. Dependable and capable of finishing projects on schedule; and
11. Demonstrated positivity at work with high standards of honesty and work ethics.

Requirement from Nominees Institution:

Nominees' organization are expected to:

- Constitute a committee of not less than three (3) members (Chaired by the Director responsible for HR) to assess all suitable nominees across the various Directorates /Units/Region including those on secondment in quasi agencies etc.
- Submit a report of a competitive selection process of nominees with all committee members signing the report.
- Ensure that there is a one-page letter endorsed by Chief Director/Head of Department on the Nominees (indicating why the choice) .
- Ensure that the submitted Nomination forms include relevant documents (completed 2023 staff Appraisal Instrument etc.) and submitted on or before the deadline for submission.