



GHANA CIVIL SERVICE

NOMINATION CRITERIA FOR “2021 CIVIL SERVICE AWARDS”

Nominees for the “2021 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, a permanent employee working full-time and must have worked in the Service for a minimum of 3 years.
2. Have successfully completed his/her staff performance appraisal and attained 85 % and above
3. Demonstrated high quality work and commitment to carrying out job responsibilities;
4. Be proactive and demonstrated willingness to take initiatives beyond his/her regular job routine;
5. Inspired and supported the performance and achievements of colleagues and the satisfaction of clients/customers;
6. Demonstrated high skills/knowledge in assigned tasks of the organization and the Civil Service;
7. Contributed significantly towards devising solutions to challenges facing the Ministry /Department (M/D) and the Civil Service (e.g. Being Innovative);
8. Have a track record in leading and / or working in teams;
9. Be recognized as one who is punctual in reporting for work with a distinguished attendance record;
10. Be dependable and completed tasks on time; and
11. Have positive attitude to work and show high level of work ethics and integrity.

Requirement from Nominees Institution:

Nominees' organization are expected to:

- Constitute a committee to assess all suitable nominees across the various Directorates /Units/Region including those on secondment in quasi agencies.
- Nominee for previous year must not be repeated.
- Attach brief report on nominees' selection process.
- Ensure that submitted nominees meet a minimum of 80% of set criteria.
- **Indicate the particular category for which the nominee is selected from these areas:** (1. Dedication to Team Work 2. Creativity and Innovation 3. Punctuality and Dedicated Service 4. Professionalism 5. Integrity 6. Outstanding Leadership 7. Excellent Customer Service 8. Dedication & Commitment to the values of the Civil Service, 9. Other (Please specify))
- Ensure that there is a one-page letter endorsed by Chief Director/Head of Department on the Nominee.
- Ensure that the submitted Nomination forms include relevant documents (completed Appraisal form etc.) and submitted on or before the deadline for submission.