



**GHANA CIVIL SERVICE**  
**NOMINATION CRITERIA FOR “2024 CIVIL SERVICE**  
**AWARDS” – (PROFESSIONAL AND SUB-**  
**PROFESSIONAL CATEGORY)**

Nominees for the **“2024 Civil Service Awards”** (Professional and Sub-Professional Category) must fulfill the following criteria:

The nominee must:

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 appraisal for 2024 and attained 85% and above;
3. Have 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. Inspire and support the performance and achievements of colleagues and the satisfaction of clients/customers;
6. Have demonstrated high skills/knowledge in assigned tasks of the organization and the Civil Service;
7. Have contributed significantly towards devising solutions to challenges facing the Ministry /Department (MD) and the Civil Service (eg. Being Innovative etc);
8. Be recognized as one who is punctual in reporting for work with a distinguished attendance record;
9. Be dependable and completed tasks on time;
10. Have a positive attitude to work and show high level of work ethics and integrity.

**Requirement from Nominees Institution:**

The nominees’ institution (Ministry or Department) is expected to:

- a) Constitute a committee of not less than three (3) members (chaired by the Head of HR) to assess all suitable nominees across the various Directorates /Units/Region including those on secondment in quasi agencies etc through a fair and competitive process.
- b) Ensure that the nominees meet not less than 90% of the criteria set above.
- c) Ensure that there is a one-page letter of recommendation endorsed by the Chief Director/Head of Department on the suitability of each nominee.
- d) Ensure that the submitted Nomination forms and relevant documents (completed Appraisal form, recommendation letter, Committee’s report indicating the competitive selection process etc.) are submitted on or before Thursday 15<sup>th</sup> May, 2025.