



## GHANA CIVIL SERVICE

### NOMINATION CRITERIA FOR “2025 CIVIL SERVICE AWARDS”

Nominees for the **“2025 Civil Service Awards”** (Professional and Sub-Professional Category) must fulfill the following criteria:

1. The nominees must be 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. Must have successfully completed his/her appraisal for 2025 and attained **85%** and above;
3. Demonstrated high quality work and commitment to carrying out his/her job responsibilities;
4. 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. Demonstrate 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 (MD) and the Civil Service (eg. Being Innovative);
8. Recognized as one who is punctual in reporting for work with a distinguished attendance record;
9. Dependable and completed tasks on time; and
10. Had a positive attitude to work and showed high level of work ethics and integrity.

#### **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 together with other documents a report of a competitive process in selecting nominees signed by all committee members.
- Ensure that the submitted nominees meet about 90% of the criteria set above.
- Ensure that there is a one-page letter endorsed by Chief Director/Head of Department on each Nominee (Letter of Recommendation indicating suitability of each nominee for the award category).
- Ensure that the submitted Nomination forms include relevant documents (completed Appraisal form, one-pager recommendation letter, committee report etc.) and submitted on or before the deadline for submission.