



**FIRST HERITAGE CO-OPERATIVE CREDIT UNION LIMITED  
AND THE  
GOVERNMENT OF JAMAICA  
CIVIL SERVANTS OF THE YEAR AWARD  
2020**

# **Invitation for Nominations**

**This document contains the following:**

- Guideline
- Nomination Form Instruction Sheet
- Nomination Form
- Appendix 1



**First Heritage Co-operative Credit Union Limited  
and The  
Government of Jamaica  
CIVIL SERVANTS OF THE YEAR - 2020  
GUIDELINE**

**ELIGIBILITY REQUIREMENTS:**

The nominee must have been employed for a minimum of (3) continuous years

Nominees will be assessed based on the following Criteria:

Achievement and Job Attitude: How well the Nominee performs on the job

Personal Values and Character: How well the Nominee portrays moral and ethical, values; respect others and leadership qualities

Customer Service Skills (Internal and or External): Interactive attributes

Personal Development: portrayal of interest and effort to improve self professionally

Active Demonstration of Social Responsibility: Active participation in charitable activities

**NOMINATION STANDARD**

*The preparation of the Nomination will be critical in determining the eligibility of each Nominee and the initial scores assigned.*

*The information provided on each Nomination must indicate why the Nominee should be a Civil Servant of the Year and how he/she impacted the organization*

*The Permanent Secretary and the Human Resource Department in each Ministry are the designated authority for nominations. Therefore, it is expected that all proclamations on each Nomination are true reflections of the Nominee.*

**MAXIMUM NUMBER OF NOMINEES PER MINISTRY:**

Each Ministry is allowed Two (2) nominees from each category

**NOMINATIONS:**

1. Entries must be submitted directly to the Ministry of Finance and the Public Service and will **not** be required to be submitted through parent ministries
2. The decision for Nominations may be guided by the Performance Management and Appraisal System or any other existing Performance Evaluation method within each entity

**DEADLINE FOR SUBMISSION OF NOMINATIONS:**

All completed forms and relevant attachments must be submitted by **Friday, October 30, 2020**

**SUBMISSION OF NOMINATIONS:**

Please send **four (4)** copies of each nomination to:

**Mrs. Lorna Phillips  
Chairman  
Civil Service Week Steering Committee  
Ministry of Finance & the Public Service  
Strategic Human Resource Management Division  
Employee Relations and Benefits Unit  
30 National Heroes Circle  
Kingston 4**



**JUDGES:**

Judges will be sought from the Public Sector, Private Sector, and Non-Government Organizations.

**JUDGING PERIOD:**

Judging will take place in the month of November. All judges will be given the same information on each nominee, and a judge's score sheet to complete in respect of each nominee.

**ANNOUNCEMENT OF NOMINEES AND WINNER:**

The Winners and all Nominees will be announced at a **Special Awards Ceremony on Friday, November 20, 2020.**

**THE WINNERS:**

Three plaques will be placed within the foyer of the Office of the Prime Minister and the Cabinet Office with the name and picture of the winners for each category. A photograph of the Awardees will be placed in the lobby of the **Ministry of Finance & the Public Service**. Additionally, the names and pictures of the three winners will also be placed on the **Ministry of Finance & the Public Service' and the Jamaica Information Service's as well as other Government websites;** and any other appropriate venues and media.

**INELIGIBILITY:**

Permanent Secretaries, Heads of Departments, Chief Technical Directors, Directors General, Executive members of the Jamaica Civil Service Association, members of the Jamaica Police Federation, Police Officers' Association, United District Constables Association, Medical Doctors' Associations, Nurses Associations, Teacher's Associations, all other Special Associations that fall outside of Central Government, and Members of the Civil Service Week Steering Committee are **not** eligible for Nomination.

**Three Categories of Award**

GROUP	CATEGORY	GRADE OR LEVEL
Managerial	<i>Please see attached - Appendix 1</i>	
Mid Managerial		
Technical Support		

**PRIZES**

The winner in each category will receive a cheque of **\$200,000.00**

**COMMUNITY PROJECT**

Of the three projects presented by the 3 winners, only one project will be selected. This will be valued at **\$150,000.00**.

**PROCESS**

"Winners are required to develop and present a Project Outline"

- Project pitch is done
- Project selected
- "Selected Project announced"
- All three winners execute the selected project



### TIMELINE

ACTIVITY	START DATE	END DATE
Launch : <ul style="list-style-type: none"><li>Distribute Nomination Forms</li><li>Flyer, Literature</li></ul>	September 28, 2020	October 2, 2020
Selection of Panel of Judges		
Intake of Nominations	October 1, 2020	October 30, 2020
Review of Applications	November 2, 2020	November 6, 2020
Interviews	November 9, 2020	November 13, 2020
Awards Ceremony	November 20, 2020	





Place Nominee's  
Photo Here

**First Heritage Co-operative Union Limited  
and The  
Government of Jamaica  
CIVIL SERVANT OF THE YEAR  
NOMINATION FORM - 2020**

**EMPLOYMENT INFORMATION:**

Name of Nominee: \_\_\_\_\_  
First Name Middle Name Last Name

Ministry: \_\_\_\_\_

Department /Agency /Division/Unit: \_\_\_\_\_

Job Title: \_\_\_\_\_

**A BRIEF BIOGRAPHY:**

Give the Reason(s) why the nominee should be considered for the award of Civil Servant of the Year.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**A SUMMARY:**

State what the Nominee has done to distinguish himself/herself as a worthy employee in the last year to enhance organizational, community and personal growth. *Include information that will highlight: Personal Values and Character (leadership qualities & responsiveness to Regulations & Morals etc.); Customer Service Skills (internal & external); Personal Development; and active demonstration of Social Responsibility.*

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**NOMINEE'S PERFORMANCE MANAGEMENT STATEMENT:**

Work performance & accomplishment(s), Job attendance, Work attitude and Punctuality.

**OTHER INFORMATION:**

Please include any other information pertinent to the selection process.

**RECOMMENDING OFFICER'S INFORMATION**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_



## Appendix 1

### CIVIL SERVANT OF THE YEAR AWARDS CATEGORIES

GENERAL GROUP	GROUPS	DESCRIPTION	CLASSIFICATIONS
Managerial	General Management Group Fiscal Management Group Legal	<b>Includes:</b> Directors; Managers; and other equivalent Groups /Levels	GMG/ SEG 2-4; Auditors Accounting SOG equivalent FSO equivalent Legal
Mid Managerial, Technical Professionals and other Administrative and Secretarial	General Management Group Office & Public Service Group Fiscal Management Group Regulatory Management Group Management Information System Public Information and Documentation Group Post & Telegraph Operators Group	<b>Includes:</b> Directors; Administrators; Accounting Senior Secretarial; Information; and other equivalent Groups /Levels	GMG/SEG 1; and equivalent  PIDG; FMG; OPS MIS
Technical Support	Labour & Mechanical Operations Group Management Information System	<b>Includes:</b> Telephone Operators, Secretary, Clerical, Drivers; Attendants; Watchmen; Artisans; Repairs /maintenance Technicians and other equivalent Groups /Levels	LMO

**Inclusions:** Full-time Employees (temporary or permanent)

**Exemptions:** GMG SEG 5 and above and the equivalent levels

Last updated: 6-JUN-19