



PUBLIC SERVICE COMMISSION

PUBLIC SERVICE EXCELLENCE AWARD

Innovation for Efficiency and Productivity
Nomination Form

SECTION 0: INSTRUCTIONS:

1. *The role of the Ministerial Human Resource Advisory Committee (MHRMAC) is to select three nominees from among staff across all cadres who, in the informed judgment of the members of the committee meet the set criteria.*
2. *Further information on eligibility and award criteria, rationale and nomination process can be found on the **Guidelines for Implementation of the Awards** on the PSC website at (<http://www.publicservice.go.ke/index.php/psea>)*

Submission of Ministry/State Department Nominations

1. ***Submission Format:** For each of the three nominees from a Ministry/State Department, the MHRMAC will type all the information required in the MS-WORD format of the nomination form (PSC/PSEA/3) available at <http://www.publicservice.go.ke/index.php/psea>*
2. ***Supporting Evidence:** All submitted nominations to be accompanied by relevant evidence/supporting materials on each achievement area*
3. ***Naming the File:** The File name for each nomination should take the following form:*

- **Nominee** (Insert Name of nominee in parenthesis).

- **Nominating Ministry/State Department** (Insert the name as the Ministry/State Department making the nomination in parenthesis).

4. Each of the **three** nominations selected by a Ministry/State Department shall be accompanied by a **Curriculum Vitae (CV) of the nominee**.
5. **Submission Channel:** Duly completed and e-signed nomination forms from each Ministry/State Department to be submitted through the following E-Mail address: PSEA@publicservice.go.ke

SECTION 1: IDENTITY OF THE PERSON SELECTED BY MHRMAC FOR THE AWARD

Surname:

Other Names:

Gender: Male Female

P/No:

Designation: Job Group

Ministry/State Department:

Mobile No: E-Mail

Date of first appointment in the Public Service:

SECTION 2: DETAILS OF MINISTRY/STATE DEPARTMENT SUBMITTING THE NOMINATION

To be signed by the Chair of the Ministerial Human Resource Advisory Committee (MHRMAC) before submission.

Name of Submitting Ministry:

Name of Chair, MHRMAC:

Signature: Date

**SECTION 3: DESCRIPTION OF THE ACHIEVEMENTS OF THE PERSON
NOMINATED BY THE MINISTRY/STATE DEPARTMENT
FOR THE AWARD**

COMPONENT 1: Developed initiatives or transformations that improved efficiency in operations or services

In what ways has the nominee made significant contribution to change/transformation that has resulted in savings or benefits to the public service delivery and policy development?

COMPONENT 2: Contribution to organizational change

How has the nominee implemented a significant organizational change or management practice that increased productivity and has the potential to be replicated or adopted in other public service institutions?

COMPONENT 3: Innovation in service provision in the organization

How has the nominee made contribution to development and communication of innovative and effective research that responds to government priorities?

COMPONENT 4: National or International Award or recognition / major contribution under extra ordinary circumstances / achievement of major milestones in primary role in the organization

Has the nominee: received a National or International Award or recognition? / made a major contribution in the organization or wider public service under extra ordinary circumstances? / achieved major milestones in their primary role?