



PUBLIC SERVICE COMMISSION

## PUBLIC SERVICE EXCELLENCE AWARD

### Public Service Values and Ethics 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 judgement 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/2**) 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](mailto: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: Integrity and Character**

Describe how well one is known by colleagues as a person of integrity (as guided by the Leadership and Integrity Act) and of a character which is beyond reproach.

**COMPONENT 2: promotion of public confidence in the public office the nominee holds**

How has the nominee promoted public confidence in the public office the nominee holds?

**COMPONENT 3: Selflessness and honesty**

What record does the nominee have in upholding selflessness and honesty in service delivery?

**COMPONENT 4: Effective and Efficient Service Delivery**

Demonstrate the effectiveness, responsiveness, promptness and impartiality exhibited by the nominee in service delivery

Gender:	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
P/No:	<input type="text"/>			
Designation:	<input type="text"/>	Job Group	<input type="text"/>	
Ministry/State Department:	<input type="text"/>			
Mobile No:	<input type="text"/>	E-Mail	<input type="text"/>	
Date of first appointment in the Public Service:	<input type="text"/>			

**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:	<input type="text"/>		
Name of Chair, MHRMAC:	<input type="text"/>		
Signature:	<input type="text"/>	Date	<input type="text"/>

**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?*