



6TH ANNUAL BATHO PELE EXCELLENCE AWARDS 2020

BATHO PELE: PUTTING PEOPLE FIRST

NOMINATION FORMS



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA



PERSONAL DETAILS OF NOMINEE

Surname	
Full names	
Persal No.	
ID Number	
Telephone Number	
Cell phone Number	
Email	
Unit/ Branch	
Job Title	
Name of Department	
Province / Service point	
Category being entered (see list below)	
Signature of nominee: Date:

CATEGORIES

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| 1) Best General Worker of the Year (Levels 1-5) |
| 2) Best Front-Line Service Delivery Employee of the Year |
| 3) Best Operational Employee of the Year (Levels 6-12) |
| 4) Best Performing SMS member of the Year (Levels 13-15) |
| 5) Best Implemented Programme or Project of the Year |
| 6) Batho Pele Team of the Year |
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MOTIVATION

The nominator must please provide a written motivation that supports her/ his nomination
(maximum 10 pages including supporting material e.g. photos, letters, etc.)

DETAILS OF NOMINATOR

Surname	
Full Names	
Persal No. (if the nominator is a public servant)	
Telephone Number	
Cell phone Number	
Email	
ID Number	
Name of Department/ Municipality/ Community (Not compulsory)	
Province	
Unit/ Branch/ Service Point (fill in relevant information only)	
Job Title (e.g. Director/ Nurse/ unemployed)	
Name of the Category being entered	
Signature of nominator: Date:

GENERAL INFORMATION

1. Background

The Minister for the Public Service and Administration (MPSA) launched the National Batho Pele Excellence Awards (NBPEA) in November 2013 as an effort to encourage continuous performance improvement of the public servants and promote a professional and productive public service that delivers quality services. The awards programme promotes sharing of best practices, lessons, learning and rewarding good performance and gauge citizen satisfaction towards government performance.

2. Purpose

The purpose of the NBPEA is to entrench professionalism in the public service, recognize, reward and acknowledge public servants who are performing beyond the call of duty, and to encourage excellence in the public service.

3. Theme

The theme for the 6th National Batho Pele Excellence Awards 2020 is “Batho Pele – Putting People First”.

4. General Criteria

(NB: for the comprehensive criteria go to www.dpsa.gov.za)

- Individuals or Government institution is committed and implementing the Batho Pele principles holistically.
- Demonstrates principles of good governance and ethical leadership.
- Demonstrates tangible service delivery improvement to citizens leading to proven record of customer satisfaction with visible impact that restored public confidence.
- Service beneficiaries attest to experiencing definite improvement in individual and/or organizational performance.
- The project must be fully operational, sustainable, and lessons must be easily replicable with visible impact.
- Proven evidence of relationship between financial expenditure and service delivery impact

5. Rules and Guidelines

- Submissions must be stapled and not bound for easy perusal.
- Submissions must preferably be in the English language.
- Hand written submissions are not encouraged.
- Submissions must be hand delivered to the address below not later than the 29 November 2019.
- Submissions can also be entered online via the email: Bathopeleawards@dpsa.gov.za
- Prizes are not transferrable.
- Incomplete submissions will not be considered.
- Submissions must be signed by both the Nominator and Nominee (unsigned form will be disqualified)

NB: All entries must be submitted in their complete form – all relevant documents to be submitted at the same time.

6. Adjudication process

- A multi-disciplinary and independent team of adjudicators will judge the process.
- The adjudicators' decisions are final.
- Where necessary nominees will be contacted for verification, either through email, telephone, face to face interview or site visit.

NB: Schedule of interviews / site visits for verification of evidence will not be negotiated, candidates / departments will be required to adjust their commitments to accommodate the adjudication process.

7. Hand deliveries

Hand-deliveries may be deposited at: Batho Pele House
546 Edmond Street (corner Hamilton Street)
Arcadia
0083

DPSA Contacts

Ms Matsetu Botha
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Ms Thelma Monaledi
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CLOSING DATE: 29 November 2019