

SENIOR MANAGEMENT AWARD

(For Use by the Line Ministries)

MINISTRY/ DEPARTMENT:					
Division/Unit:					
NAME:			POSITION:		
Attributes			Key: 5 to 1		
			(O - 5; EE - 4; ME - 3; ND - 2; U-1)		
	5	4	3	2	1
1. Demonstrates effective planning, management and leadership skills in achieving the goals and policies of the ministry/department					
2. Possesses strong and effective interpersonal, communications and public relations skills.					
3. Responds positively to innovation and change					
4. Communicates a clear sense of purpose in achieving the goals and objectives of the ministry/department.					
5. Engenders a culture of teamwork, professionalism and high performance in the workplace.					
6. Effectively involves others in decision making process.					
7. Attends work regularly and on time with all absences covered by notification, approval or medical certification.					
8. Demonstrates sound judgment in dealing with routine and complex issues					
9. Maintains confidentiality of information received in line with operating directives					
10. Demonstrates integrity in all interactions with colleagues and the public					
11. Ensures that all work assignments are free from attracting conflict of interest allegations					
12. Maintains physical security of department records and information used in executing duties					
13. Complies with departmental requirements relating to the use of government resources made available as part of working environment					
14. Completes EADR for all staff under his/her supervision at the required time					
15. Exhibits sound knowledge and application of the legal and regulatory framework within which the public service functions					

16. Demonstrates strength of character by providing professional advice, and when having to take unfavourable decisions.					
17. Ensures that the Division's activities are well documented, reported on and archived.					
18. Ensures that there are effective system in place for staff orientation, training, motivation and reward.					
19. Is a role model to other employees					
20. Effectively mobilizes for additional resources to implement the activities of the Department.					
Sub totals					
Total score /100					

KEY

**O - Outstanding, EE - Exceed Expectation,
ME- Meets Expectation, ND Needs Development, U- Unsatisfactory**