



**Western Cape  
Government**

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# **2020 SERVICE EXCELLENCE AWARDS (SEA):**

## **INSPIRATIONAL SUPPORT EMPLOYEE**

**Entry Form**

**CLOSING DATE: 19 February 2021**

## SECTION 1: Nominator Contact Information

Name of Contact Person:

Name of Provincial Department:

Postal address:

Physical address:

Email:

Phone:

Mobile:

## SECTION 2: Nominee Contact Information

**Name of Nominee:**

Persal Number of Nominee:

Name of Provincial Department:

Name of Component:

**Nominated for Category:**

Inspirational Support Employee

*This Category focusses on a Support/Operations (Back Office) Employee visibly demonstrating commitment to good governance and administration.*

Postal address:

Physical address:

Email:

Phone:

Mobile:

## SECTION 3: Category Criteria

**Support/Operations (Back Office) Employee visibility demonstrating commitment to good governance and administration:**

1. Being knowledgeable, approachable and well-organised;
2. Responsive to colleagues or clients' needs;
3. Going beyond the call of duty in the execution of his/her duty;
4. Delivers own work/deliverables/interventions in an effective, efficient and economic manner;
5. Consistent in ethical conduct and in enhancing the performance of relevant Business unit/Branch/Department through his/her actions;
6. Support improvement and involvement by organising appropriate resources, development and assisting colleagues;
7. Strengthening partnerships and support services to achieve the best possible outcomes for the relevant Business unit/Branch/Department;
8. Living out the Core Values of Integrity, Accountability, Competence, Responsiveness, Caring and Innovation; and.
9. Impact on citizens and/or impact during Covid-19 pandemic.

## SECTION 4: Requirements

### A. Motivation and Supporting Evidence:

- **Written motivation in terms of nr. 1 to 9 at Section 5;**
- Testimonials and compliments from clients and colleagues;
- Photos or clippings (magazines and newspaper articles) displaying any form of recognition;
- Meritorious awards; and
- Confirmation of good standing in terms of Labour Relations matters (e.g. no pending disciplinary or related matter).

**B. Please provide motivation** that supports your application for the Category you are entering (maximum 5 pages including supporting material e.g. letters, photos etc. Utilise Font, Century Gothic, size 10.

**C.** Note that motivation and supporting evidence pertaining to **1 October 2019 to 30 September 2020** will be applicable.

**D.** Applies to \*all Western Cape Government employees in recognition of work/or service during the period **1 October 2019 to 30 September 2020. This timeline takes into consideration the new normal work environment, agility and responsive to Covid-19 challenges.**

### E. The following employees of the Western Cape Government (WCG) are eligible to be nominated:

- Intern;
- Temporary/Secondment/Relief Worker;
- Contract;
- Probation; and
- Permanent.

\*Heads of Department (HODs) are not eligible to be nominated/entered into any Service Excellence Awards (SEA) Category.

### F. Declaration and Signatures:

I / We agree that the information provided in this document and related supporting information is accurate and legally binding.

I /We agree to abide by the rules of the Service Excellence Awards.

#### Contact Person:

Full name/s:

Signature:

Date:

#### Nominee:

Full name/s:

Signature:

Date:

**SECTION 5: Category Questions and Motivation**

**Page 1**

**1. Being knowledgeable, approachable and well-organised.**

**2. Responsive to colleagues or clients' needs.**

**3. Going beyond the call of duty in the execution of his/her duty.**

**4. Delivers own work/deliverables/interventions in an effective, efficient and economic manner.**



SECTION 5: Category Questions and Motivation (cont.)

**9. Impact on citizens and/or impact during Covid-19 pandemic.**

SECTION 5: Category Questions and Motivation (cont.)

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SECTION 5: Category Questions and Motivation (cont.)

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the candidate to write their responses to the category questions and provide their motivation.



## SECTION 6: General Information

### Entry guidelines and rules

- An Entry can only be entered into a Category utilising the correct Entry Form.
- Should a nomination be made for a separate Category for the same individual or project/programme/team then the separate, correct Entry Form for the Category entered should be utilised. Evidence cannot be shared across categories, separate entries required separate evidence per Entry Form.
- The Entry will be assessed based on the period **1 October 2019 to 30 September 2020**. Incomplete submission or evidence not within the indicated period will not be considered. Information provided is legally binding.
- Entries to be e-mailed to Departmental representative for your relevant Department (note size limitation, maximum 5 pages, inclusive of all evidence).
- Entry forms must be filled in correctly, as concise as possible in response to the Criteria statement indicated.
- Handwritten entries are not encouraged; in cases where this is unavoidable please write legibly.
- Typing of motivation: Utilise Century Gothic, size 10.
- Evidence can be submitted to support the entry e.g. publications, brochures, Newspaper clippings (within the size limitation). Note that CD/DVD evidence will not be accepted.
- Departmental Top Management under Chairpersonship of the Head of Department determines Departmental finalists per Category. A maximum of five (5) finalists per Category is entered into the Provincial Assessment Stage.
- The awarding of all categories is based on impact which must be demonstrated through evidence.
- The prizes are not transferable and non-monetary (Gold, Silver and Bronze awards).

### 2020 SEA Departmental Representatives

Entries to be submitted to the indicated Departmental Representative within the Department.

Department	Departmental Representative	E-mail address	Telephone number
Agriculture	Rashidah Wentzel	<a href="mailto:RashidahW@elsenburg.com">RashidahW@elsenburg.com</a>	021 – 808 5119
Community Safety	Ansaaf Mohamed	<a href="mailto:Ansaaf.Mohamed@westerncape.gov.za">Ansaaf.Mohamed@westerncape.gov.za</a>	021 – 483 3868
Cultural Affairs and Sport	Stephanie Thomas	<a href="mailto:Stephanie.Thomas@westerncape.gov.za">Stephanie.Thomas@westerncape.gov.za</a>	021 – 483 9577
Economic Development and Tourism	Martie Carstens	<a href="mailto:Martie.Carstens@westerncape.gov.za">Martie.Carstens@westerncape.gov.za</a>	021 – 483 9223
	Cheryl Julies	<a href="mailto:Cheryl.Julies@westerncape.gov.za">Cheryl.Julies@westerncape.gov.za</a>	021 – 483 9000
Education	Ebrahiem Gierdien	<a href="mailto:Ebrahiem.Gierdien@westerncape.gov.za">Ebrahiem.Gierdien@westerncape.gov.za</a>	021 – 467 2234
Environmental Affairs and Development Planning	Pearl Cloete	<a href="mailto:Pearl.Cloete@westerncape.gov.za">Pearl.Cloete@westerncape.gov.za</a>	021 – 483 5582
Health	Shariefa Isaacs	<a href="mailto:Shariefa.Isaacs@westerncape.gov.za">Shariefa.Isaacs@westerncape.gov.za</a>	073 888 7160
	Lily Meyer	<a href="mailto:Lily.Meyer@westerncape.gov.za">Lily.Meyer@westerncape.gov.za</a>	082 074 7772
Human Settlements	Stiaan Moolman	<a href="mailto:Stiaan.Moolman@westerncape.gov.za">Stiaan.Moolman@westerncape.gov.za</a>	021 – 483 4564
Local Government	Albert Dlwengu	<a href="mailto:Albert.Dlwengu@westerncape.gov.za">Albert.Dlwengu@westerncape.gov.za</a>	021 – 483 8986
Premier	Nozipho Maholwana	<a href="mailto:Nozipho.Maholwana@westerncape.gov.za">Nozipho.Maholwana@westerncape.gov.za</a>	021 – 483 4211
Provincial Treasury	Ean Steenkamp-Cairns	<a href="mailto:Ean.Steenkamp-Cairns@westerncape.gov.za">Ean.Steenkamp-Cairns@westerncape.gov.za</a>	021 – 483 4237
	Nonzwakazi George	<a href="mailto:Nonzwakazi.George@westerncape.gov.za">Nonzwakazi.George@westerncape.gov.za</a>	021 – 483 9910
	Xolani Galada	<a href="mailto:Xolani.Galada@westerncape.gov.za">Xolani.Galada@westerncape.gov.za</a>	021 – 483 3472
	Brandon Damons	<a href="mailto:Brandon.Damons@westerncape.gov.za">Brandon.Damons@westerncape.gov.za</a>	021 – 483 6127
	Naadia Ismail	<a href="mailto:Naadia.Ismail@westerncape.gov.za">Naadia.Ismail@westerncape.gov.za</a>	021 – 483 8683
Social Development	Suzette Samuels	<a href="mailto:Suzette.Samuels@westerncape.gov.za">Suzette.Samuels@westerncape.gov.za</a>	021 – 483 4592
Transport and Public Works	Jandre Bakker	<a href="mailto:Jandre.Bakker@westerncape.gov.za">Jandre.Bakker@westerncape.gov.za</a>	021 – 483 8513
	Déan Killian	<a href="mailto:Dean.Killian@westerncape.gov.za">Dean.Killian@westerncape.gov.za</a>	021 – 483 9597
	Elouize Geyer	<a href="mailto:Elouize.Geyer@westerncape.gov.za">Elouize.Geyer@westerncape.gov.za</a>	021 – 483 0041

## SECTION 7: Nomination Confirmation/Approval

### Nominee's Line-/Sub-Programme-/Programme Manager's Decision:

- 1) The Service Excellence Awards Entry Form content was perused, and the nomination is approved / not approved.
- 2) The Nominee's satisfactory performance and good standing in relation to Employee Relations matters is hereby confirmed.

**Full name and signature:**

**Date:**