



**FIRST HERITAGE CO-OPERATIVE CREDIT UNION LIMITED
AND THE
GOVERNMENT OF JAMAICA**

***CIVIL SERVANTS OF THE YEAR AWARDS
2025***

Invitation for Nominations

This document contains the:

- Guidelines
- Nomination Form Instruction Sheet
- Nomination Form



**First Heritage Co-operative Credit Union Limited
and the
Government of Jamaica**



CIVIL SERVANTS OF THE YEAR AWARDS – 2025

GUIDELINES

*First Heritage Co-operative Credit Union and the Government of Jamaica will seek to identify the Civil Servants of the Year during the period **October 1 to October 24, 2025**. This is to identify and recognise the Civil Servants that display the qualities that exemplify the consummate Civil Servant.*

1. CATEGORIES OF AWARD

a. One awardee will be selected from each of the General Group Categories below:

General Group	Groups	Description	Classifications
MANAGERIAL	<ul style="list-style-type: none">• General Management• Fiscal Management• Legal	<i>Directors, Managers and other equivalent groups/levels</i>	SEG 2 – 4 Auditors Accounting SOG equivalent FSO equivalent Legal
MID MANAGERIAL	<ul style="list-style-type: none">• General Management• Office and Public Service• Fiscal Management• Regulatory Management• Management Information System• Public Information and Documentation• Post and Telegraph Operators	<i>Directors Administrators Accounting staff Senior Secretarial, Information and other equivalent groups/levels</i>	SEG 1 and equivalent PIDG FMG OPS MIS
TECHNICAL SUPPORT	<ul style="list-style-type: none">• Labour and Mechanical Operators	<i>Telephone Operators Secretary, Clerical, Drivers, Attendants, Watchmen, Artisans, Repairs/Maintenance Technicians and other equivalent groups/levels</i>	LMO

2. ELIGIBILITY REQUIREMENTS

a. Full-time employees (temporary or permanent) with a minimum of (3) continuous years' service

Please note

*Permanent Secretaries, Heads of Departments, Chief Technical Directors, Directors General, Executive members of the Jamaica Civil Service Association; members of the Jamaica Police Federation, Police Officers' Association, United District Constables Association, Medical Doctors' Associations, Nurses Associations, Teacher's Associations, all other Special Associations that fall outside of Central Government, and Members of the Civil Service Week Steering Committee are **not** eligible for nomination.*

3. NOMINATION STANDARD

a. Nominees will be assessed based on the following Criteria:

- | | |
|---|---|
| • <i>Achievement and Job Attitude</i> | How well the Nominee performs on the job |
| • <i>Personal Values and Character</i> | How well the Nominee portrays moral and ethical values; respects others and demonstrates leadership qualities |
| • <i>Customer Service Skills (Internal and/or External)</i> | Interactive attributes |
| • <i>Personal Development</i> | Portrayal of interest and effort to improve self-professionally |
| • <i>Social Responsibility</i> | Active participation in community outreach |

b. The Permanent Secretary or the Human Resource Department in each Ministry is the designated authority and either must validate each nomination.

- c. The nominations must be guided by the Performance Management and Appraisal System or any other Performance Evaluation method within each entity

4. NUMBER OF NOMINEES

Each Ministry may nominate two (2) persons in each category.

5. WHO CAN NOMINATE

- a. Any member of the Public Sector may nominate an employee for recognition as Civil Servant of the Year.
- b. Self-nominations are permitted.

6. SUBMISSION OF NOMINATIONS

- a. Nominations are to be submitted to the Ministry of Finance and the Public Service through the Human Resource Management Division. **The HRM Division should not prevent any employee from submitting a nomination for the respective award.**
- b. **Four (4)** copies of each nomination are to be sent in a sealed envelope to:

***Miss Julia A. Campbell
Senior Director, Employee Welfare Management
Ministry of Finance and the Public Service
Strategic Human Resource Management Division
30 National Heroes Circle
Kingston 4***

7. DEADLINE FOR SUBMISSION

- a. All completed forms and relevant attachments must be submitted by **Friday, August 29, 2025**

8. SELECTION OF AWARDEES

- a. All shortlisted nominees will be required to attend an interview to determine final selections for the awards.
- b. The Selection Panel will comprise persons from the Public and Private Sectors, and Non-Governmental Organizations.
- c. The winners and all nominees will be announced at the **Awards Ceremony on Friday, November 14, 2025.**

9. PRIZES

- a. The winner in each category will receive a cheque of **\$200,000.00.**
- b. The winner of the People's Choice Award from the shortlisted nominees will receive a trophy.
- c. Plaques/Photos of the winners (Civil Servants) will be mounted at the Office of the Prime Minister, Cabinet Office, the Ministry of Finance and the Public Service and First Heritage Co-operative Credit Union. The winners will also be posted on the websites of the First Heritage Co-operative Credit Union, Jamaica Information Service and selected Government entities.

10. COMMUNITY PROJECT

- a. The Civil Servants of the Year will each be tasked to develop a community project proposal
- b. One project will be selected from the three proposals presented.
- c. All three (3) awardees will work together to execute the selected project.

- d. First Heritage Co-operative Credit Union will support the project with the sum of \$150,000.00.
- e. The Awardees may also seek assistance from other non-competitive Corporate Supporters towards the Project.



**First Heritage Co-operative Credit Union Limited
and the
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CIVIL SERVANTS OF THE YEAR AWARDS – 2025

NOMINATION FORM

REQUIREMENTS

1. All areas on this Form must be completed. **Incomplete nomination forms will not be considered.**
2. The form is to be completed by the person recommending the employee for the award.
3. Each nomination must consist of the following:
 - a. A brief biography and any supporting documentation (*pictures, certificates of awards, special commendation letters, etc.*) which may help to indicate the reason(s) that the nominee should be considered for the award
 - b. A summary of what each nominee has done to distinguish himself/herself as an exemplary Civil Servant in the last year.
 - c. A statement regarding the nominee's work performance, job attendance, work attitude, punctuality and customer service skills (internal and or external).
 - d. Demonstration of personal development
 - e. Active demonstration of social responsibility
 - f. A passport sized photograph of each nominee.
4. **Please complete separate forms for each nominee, ensuring the correct spelling of his/her name.**
5. **Submit the completed form and supporting documents in quadruplicate (4 each) and in a sealed envelope to:**

***Miss Julia A. Campbell
Senior Director, Employee Welfare Management
Ministry of Finance and the Public Service
Strategic Human Resource Management Division
30 National Heroes Circle
Kingston 4***



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CIVIL SERVANTS OF THE YEAR AWARDS – 2025

NOMINATION FORM

Nominee Information

Name

Telephone

(Home/Mobile)

Email Address

(Personal)

Insert Nominee's Photo

Employment Information

Ministry

**Department /
Agency/Division
/Unit**

Job Title

Telephone

(Work)

Email Address

(Work)

Nomination Justification

Give the reason(s) the nominee should be considered for the award of Civil Servant of the Year.

Distinguishing Characteristics

State what the Nominee has done to distinguish himself/herself in the last year to enhance organizational, community and personal growth. Include information that will highlight personal values and character (leadership qualities and responsiveness to regulations and morals etc.); customer service skills (internal and external); personal development; and active demonstration of social responsibility.

Nominee's Performance Management Statement

Work performance & accomplishment(s), Job attendance, Work attitude and Punctuality.

Other Information

Please include any other information pertinent to the selection process.

Recommending Officer's Information

Name

Ministry

Job Title

Telephone
(Work)

Email Address
(Work)

Signature

X

Date

Click or tap to enter a date.

Permanent Secretary/Human Resource Management Division's Verification

Name

Job Title

Telephone
(Work)

Email Address
(Work)

Signature

X

Date

Click or tap to enter a date.