

EVALUATION TABLE CRITERIA

In order to assist the Shortlisting and Adjudication Panels an evaluation table criterion was developed for each awards category excluding the Minister's Special Award, which is based on the Minister's prerogative. The table lists the award category, requirements, criteria as well as the weight, rating, scoring and ranking. This table assists in the incorporation of a scientific way of evaluating the nominations. The evaluation table based on the various awards categories is outlined below:

CATEGORY	REQUIREMENTS	CRITERIA	WEIGHT	RATING (1-5)	SCORE	RANKING
1. Best Female Employee in Transport	The nominee must have been employed for at least 12 months in the department/ institution	Excellent performance in the employee's own work	20 %			
	The nominee's conduct must be in line with the application of the Batho Pele Principles	Teamwork	15 %			
	The nominee must not have any pending disciplinary cases against her	Presents a good image of the organisation (positive work attitude, well groomed, punctual)	25 %			
	The individual must have achieved outstanding results in her field of work	Innovative and creative	15 %			
		Good interpersonal and communication skills	25 %			

Total				100 %			
CATEGORY	REQUIREMENTS	CRITERIA	WEIGHT	RATING (1-5)	SCORE	RANKING	
2. Best Male Employee in Transport	The nominee must have been employed for at least 12 months in the department/ institution	Excellent performance in the employee's own work	20 %				
	The nominee's conduct must be in line with the application of the Batho Pele Principles						
	The nominee must not have any pending disciplinary cases against him	Teamwork	15 %				
	The individual must have achieved outstanding results in his field of work	Presents a good image of the organisation (positive work attitude, well groomed, punctual)	25 %				
		Innovative and creative	15 %				
		Good interpersonal and communication skills.	25 %				

Total			100 %			
CATEGORY	REQUIREMENTS	CRITERIA	WEIGHT	RATING (1-5)	SCORE	RANKING
3. Best Manager in Transport	The manager must have been employed for at least 12 months in the department/ institution	Excellent performance in managers own work	25%			
	The manager's conduct must be in line with the application of the Batho Pele Principles	Excellent leadership skills (being visionary, encouraging teamwork, and a motivator)	20%			
	The manager must not have any pending disciplinary cases against him/her	Team leader does not abuse power and resources; leads by example; puts employees first	15%			
	The manager must have achieved outstanding results in his /her field of work	Presents a good image of the organisation (positive work attitude, well groomed, punctual)	25%			
	The manager must be supportive of the transformation agenda, boost staff morale and motivate staff to work beyond the call of duty	Excellent communication and interpersonal skills	15%			

Total			100 %			
CATEGORY	REQUIREMENTS	CRITERIA	WEIGHT	RATING (1-5)	SCORE	RANKING
4. Best Chief Executive Officer in Transport	The CEO must have been employed for at least 12 months in the department/ institution	Transformational leadership (promotes special programmes, EE, BEE, Women empowerment)	25 %			
	The CEO's conduct must be in line with the application of the Batho Pele Principles	Good management skills (delegation, accountability)	15 %			
	The CEO must not have any pending disciplinary cases against him/her					
	The CEO must have achieved outstanding results in his /her field of work	Excellent communication and interpersonal skills	15 %			
	The CEO must drive the transformation agenda, place the entity in a strategic and good financial position and implement good corporate governance interventions	Presents a good image of the organisation (positive work attitude, well groomed, punctual)	20 %			
		Excellent performance in his/her own work.	25 %			

Total			100 %			
CATEGORY	REQUIREMENTS	CRITERIA	WEIGHT	RATING (1-5)	SCORE	RANKING
5. Best Head of the Department in Transport(DG)	The HOD must have been employed for at least 12 months in the department/ institution	Transformational leadership (promotes special programmes, EE, BEE, Women empowerment)	25 %			
	The HOD's conduct must be in line with the application of the Batho Pele Principles					
	The HOD must not have any pending disciplinary cases against him/her	Good management skills (delegation, accountability)	15 %			
	The HOD must have achieved outstanding results in his /her field of work	Excellent communication and interpersonal skills	15 %			
	The HOD must drive the transformation agenda, place the Department that he/she leads in a strategic and good financial position and implement good corporate governance interventions	Presents a good image of the organisation (positive work attitude, well groomed, punctual)	20 %			
		Excellent performance in his own work	25 %			

Total			100 %			
CATEGORY	REQUIREMENTS	CRITERIA	WEIGHT	RATING (1-5)	SCORE	RANKING
6. Best Performing Institution in Transport	The institution must be providing services within the transport sector	The institution must have achieved more than 60% of its strategic objectives	25%			
		The institution should be financially sound (Clean Audit)	30%			
		The institution must be promoting and implementing the country's transformation agenda	25%			
		There must be evidence of Service Delivery improvement	20%			
Total			100 %			

CATEGORY	REQUIREMENTS	CRITERIA	WEIGHT	RATING (1-5)	SCORE	RANKING
7. Best Innovation Partnership in Service Delivery (Project)	Three names and contact details of referees that could verify the project must be clearly indicated on the entry form	The project must involve a public-private and/or a community partnership in service delivery	30%			
		The project must promote cost savings and the use of information technology to simplify use or access	20%			
		The project must be operational and sustainable	25%			
		The project must have a positive impact on the recipients / community / citizens	25%			

Total				100 %			
CATEGORY	REQUIREMENTS	CRITERIA	WEIGHT	RATING (1-5)	SCORE	RANKING	
8. Best Transport Official Nominated by the Public	The nominee must have been employed for at least 12 months in the department/ institution	He/she is an example of the embodiment of the Batho Pele Principles	20%				
	The nominee must not have any pending disciplinary cases against him/her	He/she is highly motivated and performs beyond expectations	25%				
	The individual must have achieved outstanding results in his/her field of work	He/she does not abuse power or resources	15%				
	The individual should be working for any transport organization at National or Provincial Departments of Transport; Transport Public Entity, Municipality or Private Business.	He/she has good leadership and organisational skills	20%				
	The nominee must have been performing his or her function serving the public directly at service point or help desk.	He/she has good interpersonal skills	15%				
	Total			100 %			

CATEGORY	REQUIREMENTS	CRITERIA
<p style="text-align: center;">9. Best Employee of the Year Award: Overall winner</p>	<p>The nominee must have been employed for at least 12 months in the department/ institution</p> <p>The nominee's conduct must be in line with the application of the Batho Pele Principles</p> <p>The nominee must not have any pending disciplinary cases against him/her</p> <p>The individual must have achieved outstanding results in his/her field of work</p>	<p>This award will be bestowed to an individual who scored above all nominees on the category of Best Male and Best Female awards.</p> <p>The winner will be selected based on the motivation advanced by the Adjudication Panel.</p>

10. Minister's Special Award	The Minister's award shall be made by the Minister in his/her personal capacity to a deserving individual, organisation or team that he/she considers as the best or having implemented the best model in terms of programme or project
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