



Association for
Office Professionals
of South Africa

NATIONAL ADMINISTRATIVE EXCELLENCE AWARDS 2022

NOMINATIONS OPEN: 1 March 2022

CLOSING DATE: 8 April 2022

WINNERS ANNOUNCED: 22 April 2022

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BACKGROUND TO NATIONAL ADMINISTRATIVE EXCELLENCE AWARDS 2022

OPSA is the SAQA approved professional body (SAQA professional body ID 1027) for the administrative industry.

To promote and support administrative excellence and world-class service delivery in the workplace, OPSA will be holding its annual National Administrative Excellence Awards Event for 2022 on Friday, 22 April 2022.

The awards will **reward and recognise outstanding service delivery by individuals who perform administrative duties or provide administrative support to an individual or team in an organisation or department.**

The selection process does not take job titles/designations into account, but is **focused on the demonstration of contribution, outputs, and service delivery of individuals in the administrative field.**

Details regarding the awards and the nomination process are outlined in this document.

NATIONAL ADMINISTRATIVE EXCELLENCE AWARDS 2022

There will be one winner with two runner ups in the Awards for 2022.

The specific criterion that will be looked at in each industry are shown in the table below:

Private	Public	NPO/NGO
Demonstrates his or her commitment to the company's strategy and financial success by implementing processes and procedures that promote effectiveness and efficiency.	Demonstrates his or her commitment to the Batho Pele principle through consistently implementing and modelling the principles in his or her department.	Demonstrates his or her understanding and need for resourcefulness and innovation by being resourceful and achieving outputs and impact with limited resources.

GENERAL CRITERIA

- Innovative and creative, leading to new and/or improved program processes
- Collaborative and resourceful in the workplace
- Active contributors to the success of their team
- Delivers administrative excellence within their organisation
- Willing to go the extra mile in delivering an exceptional customer experience
- Makes significant contributions to the success of their organisation/department
- Collaborates successfully with colleagues, community members and business networks
- Consistently suggests new processes that are more efficient and effective, significantly impacting the productivity in the workplace
- Makes a positive first impression

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- Serves internal and external customers with professionalism, enthusiasm, and care
- Committed to personal and professional development – formal courses and/or self-taught

Values, Abilities, and Skills include, but not limited to:

- Accountability
- Commitment
- Humility
- Integrity
- Ownership
- Proactive (self-starter)
- Self-confidence
- Self-control
- Time management
- Respect
- Passion for service delivery
- Professionalism
- Workplace ethics
- Positive
- Goal oriented
- Willingness to learn
- Service-oriented
- Focused

WHO CAN BE NOMINATED?

To be eligible and considered for the OPSA National Administrative Excellence Awards for 2022, nominees must currently be in a role that performs administrative duties or provides administrative support to an individual or team within an organisation or department.

OPSA recognises the fact that individuals that provide excellent administrative services and support are invaluable to an organisation and team's success. The award criteria have been developed to recognise individual **contribution and outputs** of administrative professionals and *not role titles*.

Amongst others, administrative roles include titles such as:

- Administration Managers
- Administrators
- Data Capturers
- Executive Assistants
- Financial Administrators
- Human Resource Administrators
- Human Resource Coordinators
- Legal Secretaries
- Management Assistants
- Office Managers
- Office Professional
- Personal Assistants
- Program Assistants

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- Project Administrators
- Project Coordinators
- Public Administrators
- Receptionists
- Secretaries
- Team Assistants
- Training Coordinators

**Please note that the focus is on demonstrating administrative excellence and the above list is only provided as a guideline.*

WHO CAN NOMINATE?

Managers, supervisors, suppliers, colleagues, and clients are all encouraged to nominate individuals. If they have experienced the exceptional work and invaluable contributions of an administrative professional, they can show their appreciation and acknowledge the outstanding performance by nominating them for an OPSA National Administrative Excellence Award.

HOW TO NOMINATE?

Complete the attached nomination form and scan and e-mail it to: awards@opsa.org.za

OR

Complete the online form available at www.opsa.org.za

Closing date for nominations: 8 April 2022

**Winners will be announced at the National Administrative Awards event on
Friday, 22 April 2022**

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TERMS AND CONDITIONS

To participate in the OPSA National Administrative Excellence Awards, it must be noted that:

- Nominees must be legally employed in South Africa in an administrative role.
- Nominees must be informed of, and consent to the nomination.
- Shortlisted candidates must be available to participate in an interview with a panel of judges – either in person in Johannesburg or via Video Conferencing.
- The judges' decision is final, and no correspondence will be entered into.
- Applications and documentation for short listed nominees is accessible only by the organisers and independent judging panel and will be destroyed after the conclusion of the Awards.
- Names and addresses will be retained to form a database for promotional purposes of the organisation and sponsors.
- Nominees who were semi-finalists in 2020/2021 cannot be nominated.
- Finalists must be present at the awards ceremony on 22 April 2022 in Johannesburg or via Video Conferencing.
- Finalists are responsible for travel and accommodation costs to attend panel interviews and awards ceremony (if not done online).

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NATIONAL ADMINISTRATIVE EXCELLENCE AWARDS 2022

NOMINATION FORM

Section 1: NOMINATOR AND NOMINEE DETAILS

Nominator Details	
<i>Note: A telephonic verification call will be made to the nominator</i>	
Name and Surname	
Organisation	
Role/Designation	
E-mail Address	
Work Telephone Number	
Relationship to Nominee Indicate: Manager/Supervisor/Colleague/Client	

Nominee Details	
Name and Surname	
Organisation	
Role/Designation	
E-mail Address	
Work Telephone Number	
Nomination Sector Indicate: Private, Public, NPO or NGO	
Nomination for the following Award Indicate: <ul style="list-style-type: none">• National Administrative Excellence Award• Newbie Award• Mentorship Award• Project Administration Award	

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Section 2: MOTIVATION FOR NOMINATION

Motivation (200 to 300 words)

- I hereby confirm that I have read and accept the Terms and Conditions of these awards and that my motivation is true and honest reflection.