



UNIVERSITY OF EMBU

NATIONAL VALUES COMMITTEE

NOMINATION FORM FOR THE NATIONAL VALUES CHAMPION(S)

Introduction

In the 2016/17 Performance Contracting Year, the University of Embu is required to develop guidelines for Identifying and Recognizing National Values Champion(s). The nomination form is intended to inform the process of Identifying and Recognizing National Values Champion(s) in UoEm.

Context

The recognition of national values champions in the University of Embu is anchored in Article 10 (2) of the Constitution of Kenya 2010 which provides for national values and principles of governance. These are:

- (a) Patriotism, national unity, sharing and devolution of power, the rule of law, democracy and participation of the people;
- (b) Human dignity, equity, social justice, inclusiveness, equality, human rights, non-discrimination and protection of the marginalised;
- (c) Good governance, integrity, transparency and accountability; and
- (d) Sustainable development.

Instructions

Nomination ought to be as objective as possible; free from undue personalized influence of parties. Consultative decisions on nomination is allowed at the discretion of leaders of departments/sections. Nomination forms should be duly filled in and confidentially sent to:

**The Chairperson (Domiciled at the Office of the Dean of Students)
National Values and Cohesion Committee,
University of Embu.**

Purpose: This form intends to nominate an individual or a team (staff or student) that is deemed to have promoted, through action, one or several of the National Values.

Please note: That this is a nomination form and the nominee will be subjected to a vetting process which will be determined through a popular vote.

IDENTIFYING AND RECOGNISING NATIONAL VALUES CHAMPIONS

PART A: PARTICULARS OF THE NOMINEE (Please indicate as appropriate)

Name		PF No. (Staff)/Registration (student)	
Gender:	School:	Department/ Team:	Telephone

PART B: NOMINATION CATEGORY

Kindly tick ONE category under which you recommend the nominee to be recognized:

- National Values Champion (Students Alumni)
- National Values Champion (Employee)
- National Values Champion (Best group)
- National Values Champion (Distinguished leader)
- National Values Champion (Innovation Award)
- National Values Champion Special categories (PLWDs)

PART C:

Tick against the description that best suits the person you are nominating as a National Values Champion in the space provided in the right column, for all sections

Section 1. The identified person(s)

CRITERIA	YES
(a) Demonstrates selfless service for the achievement of university goals;	
(b) Maintains relationships with a broad range of people to understand needs and gain their support in service delivery;	
(c) Anticipates and resolve conflicts through mutually agreeable solutions;	
(d) Uses official languages in all official engagements;	
(e) Seeks the involvement of stakeholders in decision making processes;	
(f) Demonstrates compliance to national laws and adherence to service regulations; and	
(g) Works with ease and effectively with people from all diversities.	
TOTAL	

Section 2. The identified person(s)

CRITERIA	YES
(a) Demonstrates the understanding of the devolved system of Government;	
(b) Appreciates the concept of separation of powers;	
(c) Appreciates the principles of delegation of power and authority; and	
(d) Works collaboratively with colleagues to achieve organizational goals.	

[Handwritten Signature]



TOTAL	
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Section 3. The identified person(s)

CRITERIA	YES
(a) Treats and handles all persons fairly, equally and reasonably irrespective of age, gender, religion, race, disability or ethnicity;	
(b) Treats and handles colleagues and the general public with courtesy and respect;	
(c) Treats and handles all people with dignity and respect;	
(d) Shows respect for and understanding of diverse points of view and demonstrate this understanding in daily work and decision-making;	
(e) Does not discriminate against any individual or group;	
(f) Recognises the strengths in national diversity and take measures to harness them; and	
(g) Appreciates cross-cultural uniqueness and recognize differences in socio-economic status.	
TOTAL	

Section 4. The identified person(s)

CRITERIA	YES
(a) Promotes openness in the delivery of public services;	
(b) Declares any personal interests that may be in conflict with their duties;	
(c) Is honest, abhors corruption and other unethical behaviors;	
(d) Does not misuse confidential information in furthering private interest and should apply the need to know principle at all times;	
(e) Performs duties diligently, meet set deadlines and take responsibility for ones actions/ inaction;	
(f) Is responsive to customer/ stakeholder needs;	
(g) Demonstrates high levels of self-discipline and excellent conduct at the workplace; and	
(h) Is punctual, prompt, effective, efficient and work under minimum supervision.	
TOTAL	

Section 5. The identified person(s)

CRITERIA	YES
(a) Is innovative, efficient, effective and prudent in the use of resources;	
(b) Continuously keeps abreast and embrace emerging developments;	
(c) Is able to visualize the future of the organization both in short-term and long-term; and	
(d) Has the ability to initiate new ideas and new ways of doing things.	
TOTAL	

GRAND TOTAL	
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PART D : DESCRIPTION OF THE NOMINEE

Describe the distinct activities done by the person/group that befits them in the category selected

1.
2.
3.
4.
5.

PART E: Any other information that may help in evaluating the candidate

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Name of person nominating.....Signature:Date:.....
 (Optional) (Required)

PART F: OFFICIAL USE

Nominee No.	Form duly filled		Past/pending disciplinary case			Approval of application			Remarks
	Yes	No	Yes	No		Yes	No		

Name of evaluating officer _____ Date _____

Confirmed by _____ Date _____
 Chairman

NB. The process of identifying the National Values Champion(s) shall be guided by the National Values and Principles of Governance as outlined in Article 10 of the Constitution.