

# People Awards in 10 Categories for 2024



## I Call for nominations for:

- ENGINEER OF THE YEAR
- TECHNOLOGIST OF THE YEAR
- TECHNICIAN OF THE YEAR
- YOUNG ENGINEER OF THE YEAR
- YOUNG TECHNOLOGIST OF THE YEAR
- YOUNG TECHNICIAN OF THE YEAR
- PROJECT MANAGER OF THE YEAR
- GRADUATE ENGINEER OF THE YEAR
- GRADUATE TECHNOLOGIST OF THE YEAR
- GRADUATE TECHNICIAN OF THE YEAR

Date: 15 January 2024

TO: SAICE MEMBERS, BRANCH AND DIVISION CHAIRMEN

## Call for nominations for the SAICE PEOPLE AWARDS FOR THE YEAR 2024

The aim of the Awards is to

- Honour members who have rendered outstanding service to the profession or has contributed to civil engineering
- To promote the practice of and excellence in civil engineering in the built environment professions
- To create and awareness of the contribution of civil engineering to the built environment
- To provide role models for young members
- To encourage leadership and entrepreneurship in civil engineering

Awards will be considered in the following 10 categories:

- Engineer of the Year
- Technologist of the Year
- Technician of the Year
- Young Engineer of the Year
- Young Technologist of the Year
- Young Technician of the Year
- Graduate Engineer of the Year
- Graduate Technologist of the Year
- Graduate Technician of the Year
- Project or Construction Project Manager of the Year

### **CRITERIA: GENERAL**

- All nominees should be current paid up members of SAICE and have applicable registration and experience for the category in which nominated.
- The entries must be submitted through the SAICE online entry system with the Branch selected where the nominee is employed.

**Nominators are referred to the section Guidelines and Criteria for People Awards for further information.**

### **NOMINATION PROCEDURE**

Nominations must be submitted to SAICE using the online web-based system in the prescribed format by the advertised closing date. It is essential that nominators submit entries according to the requirements. Incorrect entries will not be considered.

Further details are provided in the Guidelines and Criteria for People Awards.

**ADJUDICATION PROCEDURE:**

**Further information regarding the adjudication procedure is given in the section Guidelines and Criteria for Institutional Awards**

**Nominations for these awards will close on 21 June 2024**

**2 SUMMARIES OF AWARDS**

<b>Award</b>	<b>Awarded at Function</b>	<b>Responsibility</b>	<b>Due Date</b>
Technologist, Young Technologist and Graduate Technologist of the year. (Certificate)	Awards Function	<ol style="list-style-type: none"> <li>1. Call on Executive Board, Council and SAICE members to make their nominations</li> <li>4. The adjudication panel select the winner.</li> <li>5. NO prepares certificates, videos etc</li> <li>6. The President awards at the function.</li> </ol>	<ol style="list-style-type: none"> <li>1. End February</li> <li>2. May</li> <li>3. June/ Early July</li> <li>4. End July/August</li> <li>5. Early September</li> </ol>
Technician , Young Technician and Graduate Technician of the year. (Certificate)	Awards Function	As Above	As Above
Engineer, Young Engineer and Graduate Engineer of the Year (Certificate)	Awards Function	As Above	As Above
Project Manager of the year (Certificate)	Awards Function	As Above	As Above

## **GUIDELINES FOR INSTITUTIONAL AWARDS**



Published by the **South African Institution of Civil Engineering (SAICE)**  
(PEOPLE AWARDS AMENDED January 2024)

### 3.1 RULES AND PROCEDURES - PEOPLE AWARDS

The objective, criteria, nature of award, nomination procedure, adjudication procedure and presentation procedure for awards are explained in this section.

#### 3.1 People Awards

3.1.1 The people awards will be considered in the following categories

- Engineer of the Year
- Technologist of the Year
- Technician of the Year
- Young Engineer of the Year
- Young Technologist of the Year
- Young Technician of the Year
- Graduate Engineer of the Year
- Graduate Technologist of the Year
- Graduate Technician of the Year
- Project or Construction Project Manager of the Year

It is not a requirement to make an Award in a specific category if appropriate eligible nominations are not received.

## 4 CONTROL

All matters pertaining to Institution people awards are under the control of the Events Committee, Division awards are under the direct control of the unit/s involved.

It is, however, required that details of these awards should be sent to the Events Committee for record, review, and to ensure wide media coverage.

## 5 PRESENTATION OF AWARDS

In order to gain the maximum benefit from making awards, careful consideration should be given to the presentation of awards. Some awards are of interest to a wide spectrum of people, while others are only of importance within the Institution. This distinction is the main criterion for determining the method of presentation. Different occasions present opportunities for handing over awards and should be used as follows for Institutional awards:

### 5.1 National Awards Function

The National Awards Function will take place during September when the premier awards with public interest will be presented in the presence of an invited audience of public figures and members of the Institution. The awards most suitable for presentation at this function are:

- The Award for the Most Outstanding Civil Project (Technical Excellence, Community Based, International and Investigation/Study) which form part of a separate Call for nominations.
- Institutional (people) Awards in the following categories:
  - Engineer of the Year
  - Technologist of the Year
  - Technician of the Year
  - Young Engineer of the Year
  - Young Technologist of the Year
  - Young Technician of the Year
  - Graduate Engineer of the Year
  - Graduate Technologist of the Year
  - Graduate Technician of the Year
  - Project or Construction Project Manager of the Year

**6 Engineer/Technologist/Technician of the Year Award – an award should be made in each of the categories of engineering practitioner if sufficient appropriate entries are received.**

**6.1 Objective**

- to honour an Engineer/Technologist/Technician who has rendered outstanding service to the profession or has contributed of distinction to civil engineering
- to promote the practice and development of excellence in civil engineering in the built environment profession
- to create an awareness of the contribution made to the civil engineering industry by the SAICE
- to develop excellence in civil engineering amongst Civil Engineering practitioners
- to provide role models for young civil engineering practitioners
- to encourage leadership and entrepreneurship in the practice of Civil Engineering
- to encourage personal development in Civil Engineering practitioners

**6.2 Criteria**

**6.2.1 Leadership and contribution in Civil Engineering**

- Leadership in an outstanding manner, establishing a reputation for professional service and be an inspiration to others
- Made and impact on the built environment and local community
- Must show dedication in terms of time, resources and effort.
- Must have appropriate professional experience and meritorious service to the SAICE and profession over a period of at least ten years at the level in which nominated.
- playing an outstanding role in the encouragement of personal and professional growth and development
- serving to uphold and enhance the image of the profession
- **Must be registered as a PROFESSIONAL ENGINEER/ TECHNOLOGIST/TECHNICIAN and a PAID-UP Corporate Member of SAICE.**

### 6.2.2 *Entrepreneurship in civil engineering*

- excellence in the establishment and management of an enterprise that is predominantly civil engineering
- innovative exploitation of civil engineering practice to create a productive niche in the industry
- functional efficiency in the application of funds and capital, financial control and administrative, managerial and operational proficiency
- initiating dynamic and competent interaction between the different relevant groupings in a civil engineering enterprise
- innovative and enterprising involvement of the community in projects
- exceptional and innovative care and efficiency in the protection and restoration of the natural environment
- exceptional training and upliftment of the disadvantaged sectors of the community in the execution of projects

### 6.2.3 *Excellence in civil engineering*

- excellence in any civil engineering field like design, construction, management or research
- the work done should be the nominated members own work
- the work should display a high degree of technical excellence and civil engineering proficiency and show uniqueness, ingenuity, aesthetic appeal and functional efficiency

## **7 Young Engineer/Young Technologist/Young Technician of the Year Award – an award should be made in each of the categories of engineering practitioner if sufficient appropriate entries are received.**

### **7.1 Objective**

- to honour a young Engineer/Technologist/Technician, under the age of 36, who has rendered outstanding service to the profession or has made a distinctive contribution to civil engineering.
- to promote the practice and development of excellence in civil engineering in the built environment profession, particularly in students
- to create an awareness of the contribution made to the Civil Engineering industry by the SAICE and its support systems particularly to school learners with a view to grow the profession
- to develop excellence in civil engineering amongst young Civil Engineering practitioners
- to provide a support role for young civil engineering practitioners
- to encourage leadership and entrepreneurship in civil engineering
- to encourage personal development in young civil engineering practitioners

### **7.2. Criteria**

#### *7.2.1 Leadership and contribution in Civil Engineering*

- Leadership in an outstanding manner, establishing a reputation for professional service
- meritorious service to the SAICE and profession over a period of at least three years at the level in which nominated. (and under 36 years of age at date of submission)
- playing a role in the encouragement of personal and professional growth and development of their peers

- serving to uphold and enhance the image of the profession
- **Must be registered as a PROFESSIONAL ENGINEER/TECHNOLOGIST/TECHNICIAN and a PAID-UP Corporate Member of SAICE**

#### 7.2.2 *Entrepreneurship in civil engineering*

- excellence in the establishment and management of an enterprise that is predominantly civil engineering
- innovative exploitation of civil engineering technology to create a productive niche in the industry
- functional efficiency in the application of funds and capital, financial control and administrative, managerial and operational proficiency
- initiating dynamic and competent interaction between the different relevant groupings in a civil engineering enterprise
- innovative and enterprising involvement of the community in projects
- exceptional and innovative care and efficiency in the protection and restoration of the natural environment
- exceptional training and upliftment of the disadvantaged sectors of the community in the execution of projects

#### 7.2.3 *Excellence in civil engineering*

- excellence in any civil engineering field like design, construction, management or research
- the work done should be the nominated technician's own work and should be able to prove it or it should be attested by two professionally registered members.
- the work should display a high degree of technical excellence and civil engineering proficiency.

## 8 **Young Graduates in 3 Categories**

### 8.1 **Objective**

- to honour recent graduate Engineer/Technologist/Technician, under the age of 30 (at date of submission), who has shown promise by his contribution to civil engineering.
- to promote the practice and development of excellence in civil engineering graduates in the built environment profession.
- to create an awareness of the contribution made to the Civil Engineering industry by the SAICE
- to develop excellence in civil engineering amongst Graduate young Civil Engineering practitioners
- to provide encouragement to young civil engineering practitioners
- to encourage leadership and entrepreneurship in civil engineering
- to encourage personal development in graduate civil engineering practitioners

### 8.2. **Criteria**

#### 8.2.1 *Leadership and contribution in Civil Engineering*

- Leadership in an outstanding manner, establishing a reputation for professional service



- At least 3 years post-graduation experience as a Graduate Engineer/Technologist/Technician (and under 30 years of age at date of submission) in the year of the award being made.
- Shows an interest in personal and professional growth and development of themselves.
- serving profession by attendance or involvement in Branch or Division activities for at least 2 years.
- **Must be registered as a CANDIDATE PROFESSIONAL ENGINEER/TECHNOLOGIST/ TECHNICIAN and a PAID-UP Graduate/Associate Member of SAICE**

#### 8.2.2 *Entrepreneurship in civil engineering*

- innovative exploitation of civil engineering technology to create a productive niche in the industry
- functional and operational proficiency
- initiating dynamic and competent interaction between the different relevant groupings in a civil engineering enterprise
- innovative and enterprising involvement of the community in projects
- exceptional and innovative care and efficiency in the protection and restoration of the natural environment

#### 8.2.3 *Excellence in civil engineering*

- excellence in any civil engineering field like design, construction, management or research
- the work done should be the nominees own work and should be attested to by two professionally registered members.
- the work should display a high degree of technical excellence

### **9 Project or Construction Project Manager of the Year Award**

#### **9.1 Objective**

- To honour a civil engineering project or construction project manager, who has rendered outstanding service to the profession or has made a distinctive contribution to civil engineering
- To promote the practice and development of excellence in civil engineering in the built environment profession
- To develop excellence in civil engineering amongst project managers
- To encourage leadership and entrepreneurship in civil engineering
- To encourage personal development in project managers

#### **9.2 Criteria**

- Achievements of this project or construction project manager as an outstanding and inspirational example who deserves recognition
- Must have appropriate professional experience and meritorious service to the SAICE and profession over a period of at least ten years at the level in which nominated
- Inspiration to other project managers

- Impact that has been made on the built environment and/or the local community
- Dedication level in terms of time, resources and effort
- Shown exceptional budgeting, planning, public relations and technical skills
- **Must be registered as a PROFESSIONAL PROJECT OR CONSTRUCTION PROJECT MANAGER and be a PAID UP Corporate Member of SAICE**

## 10 Nature of the awards

The National Awards in the form of certificates will be announced at the Annual Awards Function held in September each year.

## 11 Nomination procedure

### 11.1 National Awards

- Nominations for the National Awards in each of the various categories will comprise all entries received on the online entry system. The entry as submitted online will be judged for National Awards.
- The nominee must be employed in the geographic region where employed.
- Nominees must be nominated and seconded by other SAICE members. A nominee may NOT nominate or second themselves. Nominators and seconders must be paid up SAICE members. (Corporate or Associate)

## 12 Adjudication procedure

### 12.1 National Awards:

Adjudication will be by a nominated panel of at least 5 and no more than 8 members, under the Chairmanship of the Events committee chairman or other person nominated by the committee. Appendix A provides guidelines to the scoring used to adjudicate entries.

The adjudication will be carried out based on the material submitted. The judges will select a winner and/or commended award in each category. If no suitable winner/commended person is identified no award will be made. Judges also reserve the right to decline an entry for finalist listing if standard is not suitable.

## 13 Presentation procedure

### 13.1 National Awards:

The finalists will be showcased at the National Awards Function where the winners of the respective National Awards for the Engineering Practitioners of the Year in the various categories will be announced and certificates presented.

The Awards Function will be a Hybrid (Live and online streaming).

APPENDIX A - SCORING CRITERIA FOR THE VARIOUS CATEGORIES

<b>ENGINEER/TECHNOLOGIST/TECHNICIAN OF THE YEAR</b> THE ADJUDICATION CRITERIA WILL BE AS FOLLOWS:					
		<b>Indicators</b>	<b>Worst score</b>	<b>Best score</b>	<b>Weighting Factor</b>
<b>Leadership and involvement</b>		<b>40 points</b>			
Been a SAICE member for a substantial time	10	If not a paid up and appropriately registered member, nominee will have been rejected prior to judging.	Has only joined SAICE in current year (0)	Has been a SAICE member for at least 10 years (10)	1,4
Involved with branch or division activities	10	If absolutely no involvement indicated a 0 score should be given.	Occasional attendance of activities (1)	Regular participation in activities over a number of years(10)	1,4
Office bearer at branch or division or serving on other SAICE committees	10	If no committee involvement indicated a 0 score should be given.	Single office bearer position (1)	Regular participation at committee level (10)	2,0
Involved with non SAICE activities such as school committee, other VAs or NPOs or sports clubs	10	If there is no indication of involvement at any level in any other activities a 0 should be scored.	Limited participation in other activities (1)	Involvement in numerous activities or full on participation in at least one over many years (10)	1,2
<b>Excellence Criteria in the workplace</b>		<b>70 points</b>			
Demonstrates having undertaken CPD or other further education as appropriate for nominees level in the	10	If no further educational or training activities indicated a 0 score is given.	If minimal courses or training undertaken (1)	If post grad studies or regular CPD training done (10)	1,0
Has demonstrated leadership in the workplace	10	At this level nominee would be expected to be a senior person in the organization such as Director, HoD, Manager etc.	If only manages a small team or office as part of a larger organization(1)	If manages a large team/project or a larger organization (10)	1,4
Has personally done significant innovative work on projects appropriate to category in which nominee is entered.	10	Submission should mention such special projects	If only standard or routine work undertaken (1)	If unique work done or special efforts or techniques to meet deadlines or budgets (10)	1,4
Has demonstrated mentorship in the workplace	10	Nominee should be part of a specific group in the organization or has specifically mentored several persons in a small organization or external to the workplace.	If only involved with a single person (1)	If involved with a workplace forum or several persons (10)	1,0
Has written technical papers or significant investigative reports in the work environment	10	Submission should mention some such aspects.	If no technical papers or reports indicated (0)	If at least 5 such documents (10)	1,0
Has been a role model or inspiration or encouraged personal development in colleagues or clients	10	Nominee should show ability to inspire or encourage peers in own and other organizations.	Limited indication as being a role model (1)	If indicated that nominee acts as an inspiration or role model at all levels of interaction (10)	1,2
Has shown excellence in planning and utilisation of time and resources in workplace	10	Must show ability to plan and execute	If nominee shows expected use of time and resources (1)	If nominee shows regular excellence in use of time and resources (10)	1,0
<b>Other - Business</b>		<b>40 points</b>			
Shows appreciation for the environment wrt Civil Engineering	10		If limited mention of environmental matters (1)	If significant mention of environmental initiatives (10)	1,0
Shows appreciation for Health and Safety in the Built Environment	10		If limited mention of Health and Safety (1)	If significant mention of Health and Safety matters (10)	1,0
Shows other skills such as entrepreneurial, teaching or financing.	10		If no mention of different than normal skills then (0)	If some significant development of a new business or teaching effort or innovative financing method (10)	1,0
Any other specific matter that has not been noted elsewhere that is worthy of consideration	10		Nothing noteworthy (0)	If anything noteworthy that has utilized a reasonable amount of nominees time (10)	1,0
<b>Conforming to the prescribed submission format</b>		<b>30 points</b>			
How nominee fulfils criteria (1200 to 1500 words and no photos or logos)	10		If document exceeds or is lower than required word count by more than 75 words (0)	If document is within range and contains no logo or photo (10)	1,2
Why nominee is worthy of nomination (100 to 150 words and no photos or logos)	10		If document exceeds or is lower than required word count by more than 20 words (0)	If document is within range (10)	0,4
Other items re involvement 3sections of 50 words	10		If any of the sections exceeds or is lower than required word count by 5 words (0)	If the sections are within the word count (10)	0,4
<b>TOTAL</b>	<b>180 points</b>				

<b>YOUNG ENGINEER/TECHNOLOGIST/TECHNICIAN OF THE YEAR</b>		<b>Indicators</b>	<b>Worst score</b>	<b>Best score</b>	<b>Weighting Factor</b>
<b>THE ADJUDICATION CRITERIA WILL BE AS FOLLOWS:</b>					
<b>Leadership and involvement</b>		<b>40 points</b>			
Been a SAICE member for a substantial time	10	If not a paid up and appropriately registered member, nominee will have been rejected prior to judging.	Has only joined SAICE in current year (0)	Has been a SAICE member for at least 5 years (10)	1,4
Involved with branch or division activities	10	If absolutely no involvement indicated a 0 score should be given.	Occasional attendance of activities (1)	Regular participation in activities over at least 5 years(10)	1,4
Office bearer at branch or division or serving on other SAICE committees	10	If no committee involvement indicated a 0 score should be given.	Single office bearer position (1)	Regular participation at committee level (10)	2,0
Involved with non SAICE activities such as school committee, other VAs or NPOs or sports clubs	10	If there is no indication of involvement at any level in any other activities a 0 should be scored.	Limited participation in other activities (1)	Involvement in numerous activities or full on participation in at least one over at least 5 years (10)	1,2
<b>Excellence Criteria in the workplace</b>		<b>80 points</b>			
Demonstrates having undertaken CPD or other further education as appropriate for nominees level in the workplace.	10	If no further educational or training activities indicated a 0 score is given.	If minimal courses or training undertaken (1)	If post grad studies or regular CPD training done (10)	1,0
Has demonstrated leadership in the workplace	10	At this level nominee would be expected to be a senior person in the organization such as Senior Engineer, Project Manager, Lead Engineer	If only manages a small team or office (1)	If manages a large team/project (10)	1,4
Has personally done significant innovative work on projects appropriate to category in which nominee is entered.	10	Submission should mention such special projects	If only standard or routine work undertaken (1)	If unique work done or special efforts or techniques to meet deadlines or budgets (10)	1,4
Has demonstrated mentorship of graduate staff in the workplace	10	Nominee should be part of a specific group in the organization or has specifically mentored several persons in a small organization or external to the workplace.	If only involved with a single person (1)	If involved with a workplace forum or several persons (10)	1,4
Has written technical papers or significant investigative reports in the work environment	10	Submission should mention some such aspects.	If no technical papers or reports indicated (0)	If at least 2 such documents (10)	1,0
Has been a role model or inspiration or encouraged personal development in colleagues or clients	10	Nominee should show ability to inspire or encourage peers in own and other organizations.	Limited indication as being a role model (1)	If indicated that nominee acts as an inspiration or role model at all levels of interaction (10)	1,2
Has shown excellence in planning and utilisation of time and resources in workplace	10	Must show ability to plan and execute	If nominee shows expected use of time and resources (1)	If nominee shows regular excellence in use of time and resources (10)	1,0
If judge believes nominee shows some other trait not allowed for please add it in here	10	For example involvement in a school learner Saturday maths programme			1,0
<b>Other - Business</b>		<b>40 points</b>			
Shows appreciation for the environment wrt Civil Engineering	10		If limited mention of environmental matters (1)	If significant mention of environmental initiatives (10)	1,0
Shows appreciation for Health and Safety in the Built	10		If limited mention of Health and	If significant mention of Health and	1,0
Shows other skills such as entrepreneurial, teaching or financing.	10		If no mention of different than normal skills then (0)	If some significant development of a new business or teaching effort or innovative financing method (10)	1,0
Any other specific matter that has not been noted elsewhere that is worthy of consideration	10		Nothing noteworthy (0)	If anything noteworthy that has utilized a reasonable amount of nominees time (10)	1,0
<b>Conforming to the prescribed submission format</b>		<b>30 points</b>			
How nominee fulfils criteria (1200 to 1500 words and no photos or logos)	10		If document exceeds or is lower than required word count by more than 75 words (0)	If document is within range and contains no logo or photo (10)	1,2
Why nominee is worthy of nomination (100 to 150 words and no photos or logos)	10		If document exceeds or is lower than required word count by more than 20 words (0)	If document is within range (10)	0,4
Other items re involvement 3 sections of 50 words	10		If any of the sections exceeds or is lower than required word count by 5 words (0)	If the sections are within the word count (10)	0,4
<b>TOTAL</b>	<b>190 points</b>				

<b>GRADUATE ENGINEER/TECHNOLOGIST/TECHNICIAN OF THE YEAR. THE ADJUDICATION CRITERIA WILL BE AS FOLLOWS:</b>		<b>Indicators</b>	<b>Worst score</b>	<b>Best score</b>	<b>Weighting Factor</b>
<b>Leadership and involvement</b>		<b>40 points</b>			
Been a SAICE associate member for at least 3 years and has at least 3 years work experience since graduation.	10	If not a paid up and appropriately registered member, nominee will have been rejected prior to judging.	Has only joined SAICE in current year (0)	Has been a SAICE member for at least 3 years and has at least 3 years work experience. (10)	1,2
Was a SAICE Student Chapter member	10	If not a chapter member a 0 score is indicated	Only a chapter member (1)	If involved on chapter committee for more than 1 year(10)	1,0
Involved with branch or division activities	10	If absolutely no involvement indicated a 0 score should be given.	Occasional attendance of activities (1)	Regular participation in activities over at least 3 years(8/8)	1,6
Involved with non SAICE activities such as other VAs or NPOs or sports clubs	10	If there is no indication of involvement at any level in any other activities a 0 should be scored.	Limited participation in other activities (1)	Involvement in numerous activities or full on participation in at least one (10)	1,2
<b>Excellence Criteria in the workplace</b>		<b>80 points</b>			
Has shown initiative in getting involved in the process of fulfilling requirements to register as a professional.	10	If no further educational or training activities or proposing a training plan indicated a 0 score is given.	If minimal courses or training undertaken (1)	If post grad studies or regular IPD training done and involvement in a mentoring program (10)	1,0
Has demonstrated leadership at a junior level in the workplace	10	At this level nominee would be expected to showing initiative in motivating his peers	If manages a small team or shows initiative (1)	If manages a small team and shows initiative in getting things done. (10)	1,4
Has personally done significant work or research or questioning beyond requirements of category in which nominee is entered.	10	Submission should mention such special projects	If only standard or routine work undertaken (1)	If unique work done or special efforts or techniques to meet deadlines or budgets (10)	1,4
Has demonstrated abilities to motivate other staff in the workplace	10	Nominee should be part of a specific group in the organization or has specifically worked with or mentored several persons in a small organization or external to the workplace.	If only involved with a single person (1)	If involved with a workplace forum or several persons (10)	1,0
Has written or investigated aspects of reports in the work environment	10	Submission should mention some such aspects.	If no technical papers or reports indicated (0)	If at least 1 such documents (10)	1,0
Has been a role model or inspiration or encouraged personal development in colleagues or clients	10	Nominee should show ability to inspire or encourage peers in own and other organizations.	Limited indication as being a role model (1)	If indicated that nominee acts as an inspiration or role model at all levels of interaction (10)	1,2
Has shown ability to plan and utilise time and resources at a junior level in workplace	10	Must show ability to plan and execute	If nominee shows expected use of time and resources (1)	If nominee shows regular excellence in use of time and resources (10)	1,0
If judge believes nominee shows some other trait not allowed for please add it in here.	10	For example involvement in school learner Saturday maths programme			1,0
<b>Other - Business</b>		<b>40 points</b>			
Shows appreciation for the environment wrt Civil Engineering	10		If limited mention of environmental matters (1)	If significant mention of environmental initiatives (10)	1,0
Shows appreciation for Health and Safety in the Built	10		If limited mention of Health and	If significant mention of Health and	1,0
Shows other skills such as entrepreneurial, teaching or financing.	10		If no mention of different than normal skills then (0)	If some significant development of a new business or teaching effort or innovative financing method (10)	1,0
Any other specific matter that has not been noted elsewhere that is worthy of consideration	10		Nothing noteworthy (0)	If anything noteworthy that has utilized a reasonable amount of nominees time (10)	1,0
<b>Conforming to the prescribed submission format</b>		<b>30 points</b>			
How nominee fulfils criteria (1200 to 1500 words and no photos or logos)	10		If document exceeds or is lower than required word count by more than 75 words (0)	If document is within range and contains no logo or photo (10)	1,2
Why nominee is worthy of nomination (100 to 150 words and no photos or logos)	10		If document exceeds or is lower than required word count by more than 20 words (0)	If document is within range (10)	0,4
Other items re involvement 3 sections of 50 words	10		If any of the sections exceeds or is lower than required word count by 5 words (0)	If the sections are within the word count (10)	0,4
<b>TOTAL</b>	<b>190 point</b>				

PROJECT MANAGER OF THE YEAR THE ADJUDICATION CRITERIA WILL BE AS FOLLOWS:		Indicators	Worst score	Best score	Weighting Factor
<b>Leadership and involvement</b>		<b>40 points</b>			
Been a SAICE member for a substantial time	10	If not a paid up and registered appropriately with SACPCM member, nominee will have been rejected prior to judging.	Has only joined SAICE in current year (0)	Has been a SAICE member for at least 10 years (10)	1,4
Involved with branch or division activities	10	If absolutely no involvement indicated a 0 score should be given.	Occasional attendance of activities (1)	Regular participation in activities over a number of years(10)	1,4
Office bearer at branch or division or serving on other SAICE committees	10	If no committee involvement indicated a 0 score should be given.	Single office bearer position (1)	Regular participation at committee level (10)	2,0
Involved with non SAICE activities such as school committee, other VAs or NPOs or sports clubs	10	If there is no indication of involvement at any level in any other activities a 0 should be scored.	Limited participation in other activities (1)	Involvement in numerous activities or full on participation in at least one over many years (10)	1,2
<b>Excellence Criteria in the workplace</b>		<b>70 points</b>			
Demonstrates having undertaken CPD or other further education as appropriate for nominees level in the workplace.	10	If no further educational or training activities indicated a 0 score is given.	If minimal courses or training undertaken (1)	If post grad studies or regular CPD training done (10)	1,0
Has demonstrated leadership in the workplace	10	At this level nominee would be expected to be a senior person in the organization such as Director, HoD, Manager etc.	If only manages a small team or office as part of a larger organization(1)	If manages a large team/project or a larger organization (10)	1,4
Has personally done significant innovative work on projects appropriate to category in which nominee is entered.	10	Submission should mention such special projects	If only standard or routine work undertaken (1)	If unique work done or special efforts or techniques to meet deadlines or budgets (10)	1,4
Has demonstrated mentorship in the workplace	10	Nominee should be part of a specific group in the organization or has specifically mentored several persons in a small organization or external to the workplace.	If only involved with a single person (1)	If involved with a workplace forum or several persons (10)	1,0
Has written technical papers or significant investigative reports in the work environment	10	Submission should mention some such aspects.	If no technical papers or reports indicated (0)	If at least 5 such documents (10)	1,0
Has been a role model or inspiration or encouraged personal development in colleagues or clients	10	Nominee should show ability to inspire or encourage peers in own and other organizations.	Limited indication as being a role model (1)	If indicated that nominee acts as an inspiration or role model at all levels of interaction (10)	1,2
Has shown excellence in planning and utilisation of time and resources in workplace	10	Must show ability to plan and execute	If nominee shows expected use of time and resources (1)	If nominee shows regular excellence in use of time and resources (10)	1,0
<b>Other - Business</b>		<b>40 points</b>			
Shows appreciation for the environment wrt Civil Engineering	10		If limited mention of environmental matters (1)	If significant mention of environmental initiatives (10)	1,0
Shows appreciation for Health and Safety in the Built Environment	10		If limited mention of Health and Safety (1)	If significant mention of Health and Safety matters (10)	1,0
Shows other skills such as entrepreneurial, teaching or financing.	10		If no mention of different than normal skills then (0)	If some significant development of a new business or teaching effort or innovative financing method (10)	1,0
Any other specific matter that has not been noted elsewhere that is worthy of consideration	10		Nothing noteworthy (0)	If anything noteworthy that has utilized a reasonable amount of nominees time (10)	1,0
<b>Conforming to the prescribed submission format</b>		<b>30 points</b>			
How nominee fulfils criteria (1200 to 1500 words and no photos or logos)	10		If document exceeds or is lower than required word count by more than 75 words (0)	If document is within range and contains no logo or photo (10)	1,2
Why nominee is worthy of nomination (100 to 150 words and no photos or logos)	10		If document exceeds or is lower than required word count by more than 20 words (0)	If document is within range (10)	0,4
Other items re involvement 3 sections of 50 words	10		If any of the sections exceeds or is lower than required word count by 5 words (0)	If the sections are within the word count (10)	0,4
<b>TOTAL</b>	<b>180 points</b>				