



Eswatini Quality Awards

Entry Form

Category Five

Quality Ambassador of the Year

A. ORGANISATION NAME

B. CONTACT PERSON

C. POSITION IN ORGANISATION

D. CONTACT DETAILS

OFFICE :
MOBILE :
FAX :
EMAIL :
PHYSICAL ADDRESS :
POSTAL ADDRESS :

E. BRIEFLY DESCRIBE WHAT THE ORGANISATION YOU WORK FOR AND POSITION HELD

F. INDICATE WHICH CATEGORY YOU ARE ENTERING IN

G. INDICATE MSME STATUS

An organization or company with more than 60 employees, more than E5million asset base and more than E8million annual turnover does not fall under the category of Micro, Small and Medium Enterprise according to the Swaziland MSME Policy.

**(Write name of organization)
is a Micro, Small and Medium Enterprise according to the range stipulated above.**

H. WARRANTY

We hereby submit our entry for the Eswatini Quality Awards 2018/2019 and agree to the terms and conditions of the award program as stipulated in the entry form. I warrant that I am authorized to act and sign on behalf of the entering company/organization and warrant that all information provided in this entry submission is, to the best of my knowledge, true and correct. Falsified information will lead to disqualification of entrants.

SIGNATURE AND DATE

Terms and Conditions

- A. Documentation:** All Eswatini Quality Awards Entry forms required for the submission must be filled in completely. Only a maximum of 25 pages is permitted for every category. There is no limit to supporting evidence.
- B. Supporting Evidence:** All relevant supporting documents must be attached to the Entry Form.
- C. Evaluation and Scoring:**
1. Submissions must be aligned to the aspects of evaluations as outlined in the information checklist.
 2. Marks are awarded for presentation; therefore, general presentation must be given due attention.
 3. Applicants with score equal or higher than 70% will be awarded within each category.
- D. Submissions:** Both electronic and hard copy submissions will be accepted.
Deadline for submissions is 30th September 2018 by 12noon.
- E. Contacts for Submissions:**

Physical Address

Gwamile Street, Mbabane
DPMs Office Complex

Contact Person

Ms Phindile Priscilla Dlamini
Tel: 2404 7509/19
Cell: + 268 7604 6408
Email: Dlamini.phindile39@gmail.com
Email: michaelmahlalela@gmail.com
Email: rqid@swazi.net

F. Adjudication Process:

1. Adjudication process will take approximately two (2) weeks.
2. The judge's decision is final.
3. The winners in each category will be notified by RQID Department

INFORMATION CHECKLIST
(BASED ON THE EVALUATION CRITERIA)

QUESTION 1: HOW DID THE CANDIDATE CONTRIBUTE TO THE SUCCESS OF QUALITY ADVANCEMENT IN THE ORGANISATION?

1. Education, Training and Skills

- 1.1. Describe and provide evidence of your professional position including organization and responsibilities in the organization.
- 1.2. Describe and provide of your educational background (professional training) and skills pertaining to quality and other related areas, i.e. type and level of education acquired and the type and number of specific professional qualifications and trainings attained.
- 1.3. Describe and provide evidence of any quality related presentations made in seminars, webinars, conferences etc.
- 1.4. Describe and provide evidence of any quality related articles/papers/books published in any platform.

For example, describe and provide evidence of:

- ✓ ***Position/title, responsibility and skills.***
- ✓ ***Certificates for academic and professional trainings.***
- ✓ ***Invitations and presentations to seminars and conferences.***
- ✓ ***Names and titles of articles, papers and books published in any platform***

QUESTION 2: WHAT HAS BEEN THE EFFECT OF THE CANDIDATE'S CONTRIBUTION?

2. Experience on specific projects

2.1. Describe and provide evidence of relevant projects and assignments with significant results/achievements through the application of quality related concepts/methods.

2.2. Describe and provide evidence of specific effects of your contribution in establishing and improving quality in various aspects like:

- Customer Satisfaction.
- Leadership.
- Innovation in application of quality tools and techniques.
- People engagement.
- Supplier relationship management.
- Sustainable development.
- Benefits to society and quality of life.

2.3. Describe and provide evidence of how you have contributed to the development of the national quality infrastructure such as assisting with the implementation of quality management systems outside your organization, providing trainings/consulting/policy development, etc.

For example, describe and provide evidence on how you:

- ✓ ***Your contribution made a difference to customer satisfaction.***
- ✓ ***Your contribution made a difference to quality tools used.***
- ✓ ***Your contribution made a difference to relationship with suppliers.***
- ✓ ***Your contribution made a difference to people's lives.***

QUESTION 3: WHAT TYPE OF RECOGNITION HAS THE CANDIDATE RECEIVED IN THEIR PROFESSIONAL LIFE?

3. Recognition

3.1. Demonstrate and provide evidence of recognition given related to:

- Leadership.
- Operations excellence.
- Quality and performance improvement.
- Customer Satisfaction.

For example, describe and provide evidence on:

- ✓ *Your recognition in the form of certificates and letters or articles from various organisations, such as chambers of commerce, business associations, your organisation, locally, regionally and internationally.*