



Dear Valued Members,

31st May 2019

1ST NOTICE FOR EMPLOYER OF THE YEAR (EYA) AWARD 2019

Honoring best Employers in Tanzania who have excelled on best HR management practices!!

The Association of Tanzania Employers (ATE) is pleased to inform members that Employer of the Year Award for 2019 is now opened. Employer of the Year Award (EYA) is a major activity initiated and carried out annually by the Association of Tanzania Employers since 2005 with the of uplifting human capital and human resources to make them play their lead role in business performance.

Through this initiative ATE seeks to recognize members who have excelled in putting in place outstanding HR Management policies and best business practices and over the years EYA has inspired member organizations to critically focus on employment and people management issues as a strategic foundation for their organizations to deliver a competent, competitive, productive, engaged and happy workforce.

The Award has been well received and is credited with raising both ATE & Employers' visibility and profile among existing and potential members who value the opportunity to benchmark their human resource practices against their peers and gain national recognition.

AWARD CRITERIA

ATE this year has introduced **three (3) Award Criterion** to reflect the current business environment following feedbacks we received from our main stakeholder, Ministry responsible for Employment and Labour. These are in the areas of **Local Content**, best employer who is committed to its implementation, best employers with effective **Apprenticeship** and **Internship** programmes.

The other criterion have remained to be in the areas of on Governance and Leadership, Human Resource Management Excellence, Quality, productivity and Innovation, Responsible Business Conduct, Performance Management, Employee engagement, Talent Management, Training and Development as well as Occupational Health and Safety,

Work-life balance, Manage an ageing workforce, Employee Wellness, Diversity and Inclusion, attract and retain, Industrial relations, strong brand, and invested in Technology.

AWARD CATEGORIES

In order to give a fair playing ground for the competition and based on the same HR Practices which are standard and international according to the criteria used by the Consultant, again ATE this year will retain the Six Award Categories; - **Overall Award, Award in terms of Sizes, Private Sector Employer, Public Sector Employer, NGO Employer Award and Locally Owned Employer.**

EYA GUIDELINE

EYA Guideline Booklet to assist Members on how to participate on EYA has been published and is now available for sale at the Secretariat. This booklet is a Self-assessment tool/Guideline on what a company needs to consider to have best practices in human resources management in order to improve production and become more competitive. Specifically, the major objectives of the Minimum Standards will be to Guide, inspire, educate and support ATE members with regard to the fundamental role of HRM policies, practices, systems and competencies they need in creating effective organizations. The Minimum Standards will also help to support ATE members in preparing for and participating at EYA more confidently and effectively.

EYA ADMINISTRATION

EYA activity has two parts as follows: -

1. The Survey exercise leading to winners which is handled by the Independent Consultant, **TanzConsult** lead by Prof. BAT Kundi. Specifically, the Consultant will ensure EYA Questionnaire is available Online, data collection and analysis, Verify the results and select the winners. After the Award event, the Consultant will present the entire process at the Feedback breakfast meeting.
2. The Event management which is handled by ATE Secretariat assisted by an Event Consultant, Sarah Reweta. Specifically, the Secretariat will inform members, follow up/collect the Questionnaires and submit them to the Consultants, resource mobilization and actual managing of the event pre, during and after. The celebration climax is scheduled to take place any day between **Monday 10th – 18th December 2019** based on the confirmation of the Chief Guest.

All participating organizations are requested to submit **two filled in questionnaires**, one to be completed by **the Management or CEO or Head of HR** and another one to be completed by a **junior employee or Trade Union representative**.

Below is the summary of important KEY activities to members till the award Ceremony in December: -

No	ACTIVITIES	MAY	JUN.	JUL.	AUG.	SEPT.	OCT.	NOV.	DEC.
1.	PLANNING PHASE	4 weeks							
2.	SURVEY WINDOW Data Collection		8 weeks						
3.	DATA ANALYSIS				2 weeks				
4.	VERIFICATION VISITS				14 weeks				
5.	REPORT WRITING & PRE-MEETINGS							2 weeks	
6.	EYA AWARD CEREMONY								1 day
7.	FINAL REPORT								1 week

NOTE

Members will be informed of what is expected of them under each KEY activity as mentioned above

OBJECTIVES OF THE AWARD

- To recognize ATE members that have excelled in putting in place outstanding HR management policies and best business practices.
- To recognize and benchmark employers with best Human Resource practices.
- To develop a set of guidelines by which employers in Tanzania can strive to improve HR management and best Business practices
- To compile information on the status of Human Resources Management and practices among ATE members and identify areas for improvement.

WHY SHOULD EMPLOYERS PARTICIPATE

Employers who participate in the Employer of the Year award (EYA) 2019 will benefit in the following:

- Obtain feedback on status regarding Human Resources practices in their organization
- Benchmarking own enterprise/organisation with peers
- Access to **EYA 2019 Feedback Report** for use in achieving best practices in various aspects of Human Resource Management
- Communicating confidence to stakeholders regarding the quality of Human Resource practices thus widening market share

- Stimulating and sharing knowledge on strategies development and adopting best practices in all aspects of Human Resource Management
- **Certificate of Participations** to all Participants of EYA 2019; and
- *ATE will issue **EYA 2019 FEEDBACK REPORT** to all Participating Employers in early 2020*

WHO MAY PARTICIPATE (ELIGIBILITY)

This is an equal opportunity process and all ATE members are eligible and therefore encouraged to participate without any fee.

Members can fill the questionnaire through the following methods:

1. **Online Questionnaire** which are accessible at www.eya2019.co.tz
2. And for those who cannot fill the online **questionnaire** they can download the **PDF Questionnaire** from the same link, fill and return by email to info@ate.or.tz or info@tanzconsult.co.tz or deliver hardcopy to:

ATE or TanzConsult Ltd Offices

Mobile: +255 754 385453/+255 767 574466

Landline: +255 (0) 222772171

Email: info@tanzconsult.co.tz

*Located: University Road (Survey area Near Mlimani City), ESAURP Village, **Linda House**, First Floor*

Deadline for submitting filled in Questionnaires is Wednesday 31st July 2019.

For more/any information kindly contact Dr. A.T. Kessy, EYA Coordinator through Mobile: +255 652574466; +255767574466 or email info@tanzconsult.co.tz or EYA Coordinator, Joyce Nangai on 0784 702670 or email info@ate.or.tz, nangai@ate.or.tz joycenangai@gmail.com

Don't miss to be part of EYA 2019!!

ATE is looking forward to your active participation.

Yours Sincerely,
ASSOCIATION OF TANZANIA EMPLOYERS



Dr. Aggrey K. Mlimuka
EXECUTIVE DIRECTOR