



# E A C 2025 AGILITY AWARD

The focus of the 2025 Empowered Administrators Conference (EAC) is to build agile office administrators who rise to challenges and can strike a balance in their work, home, and life in general. An agile office administrator has a positive outlook on life and has a set of goals to achieve within a set timeframe and upholds the values of the organisation. Organisational values are usually generic and even if not articulated, there are values that are given for any office professional.

**Please submit your entry form and supporting documents to: Jade Mthiyane | [mthiyanej@mut.ac.za](mailto:mthiyanej@mut.ac.za)**

**Deadline: 10 September 2025 at 23h00**

## **ELEGIBILITY:**

This award is open to any secretary/PA/Administrator who shows outstanding attributes of an individual who exudes agility in everything they do. The nominee must have been in this profession for at least TWO years.

## **REVIEW PROCESS & SELECTION CRITERIA:**

Applications will be reviewed by an adjudicating team comprising of former EAC external presenters and industry professionals. The adjudication panel reserves the right not to grant this award should it judge that the applications are not of sufficient standards to meet the selection criteria.



[www.mut.ac.za/eac](http://www.mut.ac.za/eac)



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**MUT**  
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UNIVERSITY OF TECHNOLOGY

## EAC AGILITY AWARD 2025

<b>1. PARTICULARS OF APPLICANT</b>	
Name of applicant	
Organisation	
Position	
Number of years in current position	
Telephone	
Email address	
Name and position of immediate Line Manager	
<b>2. DETAILS AND EVIDENCE</b>	
Show practical examples of how the systems you have put in place have enabled your office to remain agile despite internal and external challenges.	
Provide any other examples/notes of appreciation or letters received over the past two years commending your attitude and value system. (portfolio of evidence)	
<b>3. NOMINATORS</b>	
Two nominators must each submit on a separate page:	
3.1. Indicate how long you have worked with the applicant and in which capacity.	
3.2. Indicate how the nominee has built an enabling foundation for the office they serve.	
3.2. Provide top FIVE reasons why the nominee should receive the agility award recognition.	
3.3. What is it that distinguishes the nominee from the other administrators within the organisation?	
<b>4. NAMES AND SIGNATURES</b>	
4.1. Name of nominator 1:   .....(Full Names)	
Signature.....	Date:.....
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Signature.....	Date:.....