

UMKHONTO

Outsourcing Solutions

Umkhonto Outsourcing Solutions is a professional, multi-disciplinary consultancy. With over 15 year' s extensive industry expertise, understanding and knowledge, we have the ability to assist Companies within the current Labour Legislation and Employment Law framework.

We have the skills, infrastructure and capacity to manage a Company' s needs in its entirety. Therefore, by outsourcing your requirements, we become the principal contract holder who will remain directly responsible and accountable to your Organisation.

Our comprehensive range of services include:

- 、 Industrial & Labour Relations
- 、 Human Capital Management
- 、 Staffing Solutions
- 、 Recruitment & Selection
- 、 Employment Equity
- 、 Skills Development
- 、 Employee Services

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Respecting People. Impacting Business



INDUSTRIAL AND LABOUR RELATIONS

Industrial and Labour Relations has become essential rather than optional, and acquiring dependable and effective Labour Relations support is critical. Umkhonto Outsourcing Solutions is able to guide Companies through all disciplines pertaining to statutory legislation and compliance. We assume responsibility of Labour Relations management and assist with Industrial Relations obligations.

Our services include:

- ∨ Disciplinary Hearings and Disciplinary Management
- ∨ Performance Management and Counselling
- ∨ CCMA / Bargaining Council Representation
- ∨ Issues pertaining to unfair labour practice
- ∨ 24 Hour advice and assistance
- ∨ Compliance with current labour legislation
- ∨ Formulation of charges and disciplinary hearing preparation
- ∨ Restructuring and Retrenchments
- ∨ Litigation Management
- ∨ Collective Labour Relations

HUMAN CAPITAL MANAGEMENT

Through strategic management of Human Capital, Umkhonto Outsourcing Solutions collaborates with Companies to provide holistic HR solutions, resulting in increased productivity, improved Company processes and a reduction in operating costs. It further empowers management to concentrate on the Organisations core strategies, services and unique points of differentiation.

Our services include:

- ∨ Human Resource Management
- ∨ Administration, policy and procedure implementation
- ∨ Strategic Human Resources Planning
- ∨ Reviewing and drafting of employment contracts, employment policies, and disciplinary codes
- ∨ Reviewing / editing / compiling job descriptions
- ∨ Job analysis and design
- ∨ Developing Employee Feedback and Grievance Systems
- ∨ Performance reviews
- ∨ Appraisal performance development and career management

STAFFING SOLUTIONS

Umkhonto Outsourcing Solutions is a strategic partner offering a wide range of Staffing Solutions to compliment any Organisations infrastructure. We have the ability to comprehensively manage Employees in their totality. By performing these functions, we will ensure lasting long term benefits and minimise workplace risks. Outsourcing these tasks will reduce operating costs, increase productivity, improve Company processes and enable management to focus on core strategies and services.

Our services include:

- ∨ Evaluation of Salary and Compensation Arrangements
- ∨ Salary structuring
- ∨ Payroll processing and signoff
- ∨ Handling of electronic transfer files
- ∨ Preparation, submission and payment of statutory costs and legislative requirements (PAYE, UIF and SDL)
- ∨ Keeping and updating leave records and provision of leave
- ∨ Calculating retrenchment packages and assisting with obtaining tax directives
- ∨ Handling of tax related issues and liaising with SARS
- ∨ Generating and disseminating payslips
- ∨ Managing Employee benefits
- ∨ Monthly reports

EMPLOYMENT EQUITY

Umkhonto Outsourcing Solutions promotes compliance in respect of Employment Equity, thereby enhancing equal opportunities, fair treatment and the elimination of unfair discrimination in all occupational categories and levels. We can prepare an Employment Equity Report and Plan and propose the implementation of the Plan in the workplace. **Depending on the annual turnover, Employment Equity is mandatory. Failure to comply, will result in punitive fines.**

Our services include:

- ↘ Compiling and submitting the EEA2
- ↘ Compiling and submitting the EEA4
- ↘ Compiling and submitting the EEA1's
- ↘ Compiling and submitting the EEA13
- ↘ If applicable, appointing an Employment Equity Committee
- ↘ If applicable, chairing an Employment Equity meeting to assist the process

SKILLS DEVELOPMENT

Skills Development is a crucial aspect of any successful business, as it benefits both the Employer and Employee. Upskilling Employees results in improved quality of work, increased productivity and promotes a sense of loyalty and commitment. Umkhonto Outsourcing Solutions assist Companies implement the provisions of the Skills Development Act and facilitates the recouping of costs for Mandatory Funding and Discretionary Grants.

Our services include:

- ↘ Compiling of relevant Employee information and training requirements
- ↘ Compiling and submitting the Workplace Skills Plan, Annual Training Reports and PIVOTAL Plans to the relevant SETA's
- ↘ Sourcing scarce and critical skills from the various SETA's
- ↘ Advising the Employer of Discretionary Grants and PIVOTAL programmes
- ↘ Applying for Discretionary Grants through the various SETA's
- ↘ Liaising with the SETA with regards to application of funding for the Discretionary Grants
- ↘ Liaising with the SETA and Company with regards to the receipt of the funding
- ↘ Co-ordinating relationship between Employers and accredited training partners
- ↘ Compiling Portfolio of Evidence

RECRUITMENT AND SELECTION

Being Generalist Recruitment Consultants, Umkhonto Outsourcing Solutions has the expertise to provide candidates in permanent, contract and temporary positions. Using stringent selection and verification criteria, we efficiently source suitably qualified candidates for the specific role.

Our services include:

- ↘ We source candidates according to the clients' specifications
- ↘ We validate the applicants information
- ↘ We conduct in-depth competency based interviews with the candidates that meet the specified requirements
- ↘ We match the skills set to the Company culture
- ↘ We compile and provide a shortlist of viable candidates
- ↘ We conduct reference, ITC and qualification checks
- ↘ We assist in the interview process

“Start with good people, lay out the rules, communicate with your Employees, motivate them and reward them. If you do all those things effectively, you can't miss.”

— Lee Iacocca