



HR CIRCLE

EXPERIENCE & EXPERTISE TO DELIVER EXCELLENCE



COMPANY PROFILE

Our team and partnerships are experts in their field with more than 30 years collective and extensive experience across a number of different industries and are passionate in supporting businesses with their HR, People and Transformation Strategy.

*We have the Experience and Expertise
To Deliver Excellence*

HR CIRCLE

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Mpumalanga Office

Gauteng - Satellite Office

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ABOUT US

VISION

"To be the Premier Provider of Integrated Human Resources Solutions"



MISSION

To develop distinctive, client centred, Human Resources Solutions that transform the workplace and unleash the full potential of People and Organisations.



VALUES

Client Service Delivery
Integrity
Respect Every Person
Care and Confidentiality
Lifelong Learning and Development
Empower People

WHY HR CIRCLE?



We offer Unique and Flexible HR Manager / HR Business Partner / BBBEE Manager / Employment Equity Manager / Transformation Manager / Employment Relations / IR Manager / In House Recruiter / Skills Development Facilitator(SDF) and Talent Management Solutions.



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Our Pricing Model which purpose is to ensure that we are able to offer our clients competitive pricing that enables us to be a 1 Stop Shop for all your HR Needs through our flexible offerings.



Our commitment is to deliver excellence and our Unique Methodology ensures we with you every step of the way.



Easy access to industry leading Professionals all in 1 Circle.



Whether you choose our project based flat-fee service or opt on a monthly retainer, our solutions are flexible and unique to cater for our clients needs and requirements.

UNIQUE AND FLEXIBLE HOLISTIC HR SOLUTIONS

HR Administration and Compliance Circle

- Compliance - We offer broad based statutory compliance services which covers BBBEE - BCEA - Employment Equity - Employment & Labour Relations - Skills Development.
- HR Administration - We offer administrative and support services which covers all areas of HR, BBBEE, Employment Equity, Employment & Labour Relations, Skills Development.

BBBEE

- Unique BBBEE Manager Solution - Our expertise lies in being able to provide a holistic value adding BBBEE Manager Solution.
- BBBEE Strategic Planning and Practical Implementation - All Scorecard Elements.
- Identify any gaps, risks or issues, feasible opportunities and the impact thereof in terms of improving all score card elements and overall BBBEE Level.
- B-BBEE Verification Preparation which includes liaising with your selected B-BBEE Verification Agency prior to your B-BBEE Verification and managing all administration to ensure that the data and evidence file(s) which will be submitted, meet all legal requirements.

Employment Equity

- Unique EE Manager Solution and Consulting Service - Our expertise lies in being able to provide a holistic value adding Employment Equity Solution.
- Preparing your Employment Equity 5 year Plan and Manage all aspects associated with the EE Plan.
- Conducting an analysis of workforce profile, categorising employees into correct occupational levels.
- Analysis of all policies procedures and practices and providing recommendations.
- Realistic Barriers Analysis and planning of Affirmative Action Measures.
- Identify under representation/over representation, implementation plans to achieve sectoral targets, numerical goals and targets and manage the transformation Goals attached to the EE Plan.
- Structuring Employment Equity committee and ensuring consultation with them during all phases.
- Integration of your Employment Equity/BBBEE and Skills Development Strategy.
- Managing all Statutory Requirements with Department of Labour and EE Audit Reviews.
- Annual EE Reporting and Data Analysis.
- EE Progress Check - Monthly / Quarterly / Yearly.

Employment & Labour Relations

- One Stop ER - We manage your entire ER Processes, drafting of Disciplinary Code, policies, procedures and workplace implementation projects, Conducting Hearings, CCMA Representation, Union Negotiations.

Payroll

- Payroll Processing and Administration.
- Time and Attendance Administration.
- Bargaining Council - Wage Grades Compliance (MIBCO/MEIBC and all Other Bargaining Councils).
- Payroll Statutory Reporting -IRP5 Submission - Tax Year End - Bi Annual Tax Submissions - COIDA/RMA Statutory Reporting.

Recruitment

- Unique Recruitment Solution - Reduce your recruitment costs and save time with our Unique Recruitment Solution.
- Other Recruitment Services - Sourcing and Placement: Yes 4 Youth; Internships; Employed/Unemployed Learnerships; Apprenticeships; Graduate Placement; Disabled Learnership Placement; Artisan Placement ; Plant and Maintenance Shutdown & Temporary Staffing Projects.

Skills Development - Training

Through our Skills Partnership we are able to offer accredited training via an e-learning platform.

Learnerships

- (Administration; Agricultural, Contact Centre, Education & Social Work, Entrepreneurial, Information Technology, Leadership, Logistics, Manufacturing, Project Management, Retail)

Short Courses - 1 Day

- (Agricultural Skills, Entrepreneurial Skills, Computer Skills, Human Development Skills, Personal Development Skills, Supervision & Management Skills, Specialist (ETDP) Skills)

Short Courses - 5 Day

- (Basic Computer Skills, Entrepreneur Short Program, Excel on Steroids, Leadership Short Program, Project Management Program, Report Writing Short Program, Sales Short Program, Warehousing)
- Compliance Training
- (First Aid, Fire Fighting and OHS Training)

Accredited with:



Skills Development Facilitator (SDF)

- Our Unique approach Working together with our clients to transform learning and development practices and to foster a culture of continuous learning.
- Assume the duties of the Skills Development Facilitator and registration thereof on behalf of the business with relevant SETA.
- Identifying skills shortages and training needs.
- Drafting and submitting a Workplace Skills Plan and Annual Training Report, Pivotal Plan and Report to ensure eligibility for mandatory grants awarded by your SETA.
- Structuring a skills development committee from within your organisation.
- Assisting employers in increasing their BBBEE rating by improving staff productivity through various skills development interventions.
- Development of Skills Development Strategies, Succession Planning and Implementation Plans.

Specialist SETA Discretionary Funding

- Specialist SETA Discretionary Funding Services(Unemployed and Employed Learnerships, Apprenticeships; Tax Incentives Administration.)
- Free Recruitment Service for sourcing unemployed learners.

CONTACT US

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B-BBEE LEVEL 1 CONTRIBUTOR:
135% PROCUREMENT RECOGNITION



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