



CORPORATE BROCHURE

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| okhela
CONSULTING



“

We provide **tailor made**, end
to end **human capital solutions**.

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About Okhela

Okhela Consulting is 100%Black Female and 51% youth owned with combined experience of over 60 years.

Our Services

Executive Search

Response Handling

Talent Identification and Acquisition

Coaching and Mentoring

Organizational Development

Learning and Development

Our clients

Government

Mining

Retail

Banking

Telecommunications

Broadcasting

Insurance

FMCG

Product Offering

EXECUTIVE SEARCH

Our Executive Search methodology is inline with the latest statutes thus ensuring a balance between competencies required and fair employment practices. All our screening and interviewing processes are fair, consistent and non-discriminatory.

Below is Okhela Consulting Executive Search brief breakdown:

- Roles are advertised
- CV's are pre-screened, short listed candidates are interviewed utilizing the competency based "Target Selection" technique, whereby we assess the required behavioral characteristics.
- Relevant work experience and competencies are also assessed.
- Standard formatted CV's of short listed candidates are compiled.
- Objective reference checks
- Qualification verifications
- Personal presentation of the short-listed CV's
- Arranging of panel interviews on behalf of the Client
- Regretting all unsuccessful candidates in writing

ASSESSMENTS

Okhela Consulting has strategic partnerships with Degsa, and they do all psychometric assessments on behalf of clients.

COACHING

We do the four stage approach on coaching

- Preparing-candidate has an opportunity to choose the coach-Chemistry Stage
- Assessments-Enneagram
- Contracting-agreements on expectations
- Coaching-over an agreed period, 6-8 sessions over 6 to 9 months
- Evaluation-review success against expectations

RESPONSE HANDLING

We provide tailor made, end to end response handling solutions for our clients, in the process helping our client to avoid administrative burden this process entails

- Drafting and finalizing job specifications and developing an advert
- Posting job advert via all media print and digital media
- Receive all applications via all media channels
- Screening all applications against client's job specification
- Present shortlist CV to client
- Regret unsuccessful applicants
- Report

TALENT IDENTIFICATION AND ACQUISITION

Talent is identified on behalf of clients and acquired for a temporary assignment or permanent placement.

Clients requirement from a job profile or description are used to attract the suitable talent both for a temporary assignment or permanent placement.

A fee of between 15% and 20% of the annual package is charged to client for permanent placements with a guarantee period of three (3) months

Okhela pays an hourly rate to the temporary assignee with an additional mark up between 15 and 30% and burden costs at 19.12%.



ORGANIZATIONAL DEVELOPMENT

Okhela Consulting aims to improve organizational capability through alignment of strategy, structure, people, rewards, metrics and management processes.

- We engage in the five stages of Organizational development

- Entry and Contracting

- Diagnosis

- Feedback

- Solution

- Evaluation

- Products of Organizational Development

- Organizational Reviews / Restructure

- Performance Management Processes

- Job Evaluation and Grading

- Job Profiles and Job Descriptions

- Salary Grading and Benchmarking

- Policies and Procedures

LEARNING AND DEVELOPMENT

- Leadership Development
- Self-Mastery
- Business Communication
- Personal Development
- Coaching
- Change Management
- Financial Acumen
- Project Management
- Industry Awareness
- Teamwork in an Organization
- Workplace Integrated Thinking
- Strategic Planning

Our Process

1. Talent Identification

Candidates are sourced according to the written specifications of the client and the culture fit of the organization.

Candidates are sourced using e-recruiting portals such as Indeed, Pnet and Career Junction, Print Media-newspapers, Okhela Consulting interactive Website and Database, Headhunting, Social Media Advertisements such as - Twitter, LinkedIn and Facebook, word of mouth and other networks.

2. Talent Acquisition

Prior to selection, all candidates undergo a number of assessments determined by the job specifications.

These assessments include numeric and literacy assessments, problem solving skills, communication skills, competency assessments, soft skills, customer services and interviews. Only candidates who are successful in the assessments are referred to a client. All assessment results are available to the client if requested.

In consultation with the client, Okhela Consulting will formulate a suitable job profile for each position to ensure a best fit takes place in the appointment of candidates. Candidates are Short-listed in order of preference and referred to the client who will make the final shortlist and selection of the most suitable candidate. Quality Candidates are our priority.

3. Vetting

Vetting checks (Criminal, Qualifications, Credit, ID, and Driver's License) are done as per client request. No cost to the client.

Psychometric Assessments are arranged as per the client request and paid for by the client.

4. Client Management

An account executive (AE) together with a manager will be allocated to the account. Both the AE and the manager will meet with the client at least twice a week and will be available for the client at all times telephonically / email. We offer vendor on-site services for more than 50 outsourced resources. The AE will be assisted by a team of recruiters and administrators for all the human capital needs of the client but will be the only person to liaise with the client with regards to the human capital needs and queries.



Fees

Coaching, Organizational Development, Learning and Development are charged a daily or hourly rate dependent on the scope of work.

Executive Search is charged at 25% of the annual package, which is broken down into stages

Recruitment Advertising is dependent on Media rates, we charge per CV received and volumes also determine the price.

This fee is based on the total cost to company offered to the candidate. The table below reflects our normal placement fee costing.

This includes:

- Cash component
- Car allowance / company car
- Travel allowance
- Full medical aid contribution
- Full pension/ provident fund contribution
- Housing allowance (where applicable)
- Cell phone allowance
- Guaranteed 13th cheque / bonus

Not included: discretionary bonus, profit share and share allocations

Fixed Placement Fee	Percentage
Executive and Chief Officer Level	20 %
Other Levels	15 %
Temps	50% (please see below table breakdown)

Admin Fee

30,88%**% on Rate**

Annual Leave

5,88%

Sick Leave

5,00%

Family Responsibility

1,20%

Public Holidays

4,62%

Sub Total : Basic Conditions**16,70%**

UIF

1,00%

WCA (COIDA)

0,42%

SDL

1,00%

**Statutory Deductions and
Levies****2,42%**

SUB-TOTAL (1):

19,12%

Our Team

Adelaide Matlejoane - Business Development/Project Manager
27 years recruitment & selection experience

Name & Surname	Company	Dates	Position	Qualifications
Adelaide Matlejoane	Matlejoane Staffing Services (14 years)	01 July 1997 to 30 April 2011	Managing Member	• Matric • Finance for non-Financial Managers(Wits Business School) • Corporate Governance(WBS) • Project Management(WBS) • Women Entrepreneur Programme(University of Pretoria) • Executive Development Programme(University of Stellenbosch)
	Leago Human Capital (10 years)	01 May 2011 to December 2021	Business Development Executive	
	Okhela Consulting	October 2021 to date	Director	

Makwena Modimola

30 years' experience in human capital

Name & Surname	Company	Dates	Position	Qualifications
MakwenaModimola	Equal Access	1998 – 2000	Recruitment Consultant	M.Phil- Education University of Stellenbosch
	Merchants/ Dimension Data	2000 - 2003	Human Resources Manager/ Resourcing Specialist	B.Education Honors – Education and Leadership
	Wesbank	2003 – 2007	Head – Contact Centres/ Executive Assistant to CEO/ Regional Manager/ Systems Trainer	Diploma Italian Language and Culture - Università Per Stranieri – Sienna, Italy
	City of Johannesburg Skills		Project Coordinator	Higher Diploma in Education University of Western Cape
	Contact Centre School	2007-2008	Human Resources Director/ Lead Trainer	- Matric - Certificate in Human Resources
	Okhela Consulting	2008 to date	Head of Learning and Development	Nosa Health & Safety
		2021 to date		- Anne Cameroon – Project Management - Wesbank – Facilitation Skills

Amber Ndlovu

25 years experience in Human Capital

Name & Surname	Company	Dates	Position	Qualifications
Amber Ndlovu	Simba	1999 to 2009	National Human Resources Manager/ OD Manager/ OD Coordinator	- MBA – Alba Graduate Business School, Athens, Greece - Diploma in Management Development Programme- Gibbs - Unisa – Advanced Diploma in Labour Law B. Admin Industrial Psychology – University of KZN - Matric
	Business Connexion SA	2010	Group Human Resources Officer	
	ArcelorMittal	2012 to 2013	Human Resources Business Improvement Specialist	
	TSB Sugar	2013 to 2015	Head Human Resources	
	RCL Foods	2015 to 2016	Human Resources Director	
	Okhela Consulting	2021 to Date	Head of Talent Acquisition	

Support Staff

Name & Surname	Position
Thabang Seshoka	Office Manager
Lucy Mngqibisa	Payroll Consultant
Lethabo Rabotapi	Director / Sales Administrator
Nonkululeko Sithole	Business Analyst / Marketing
Siphiwo Telekwa	Frontline Officer
Moses Ndaba	Driver/ Messenger

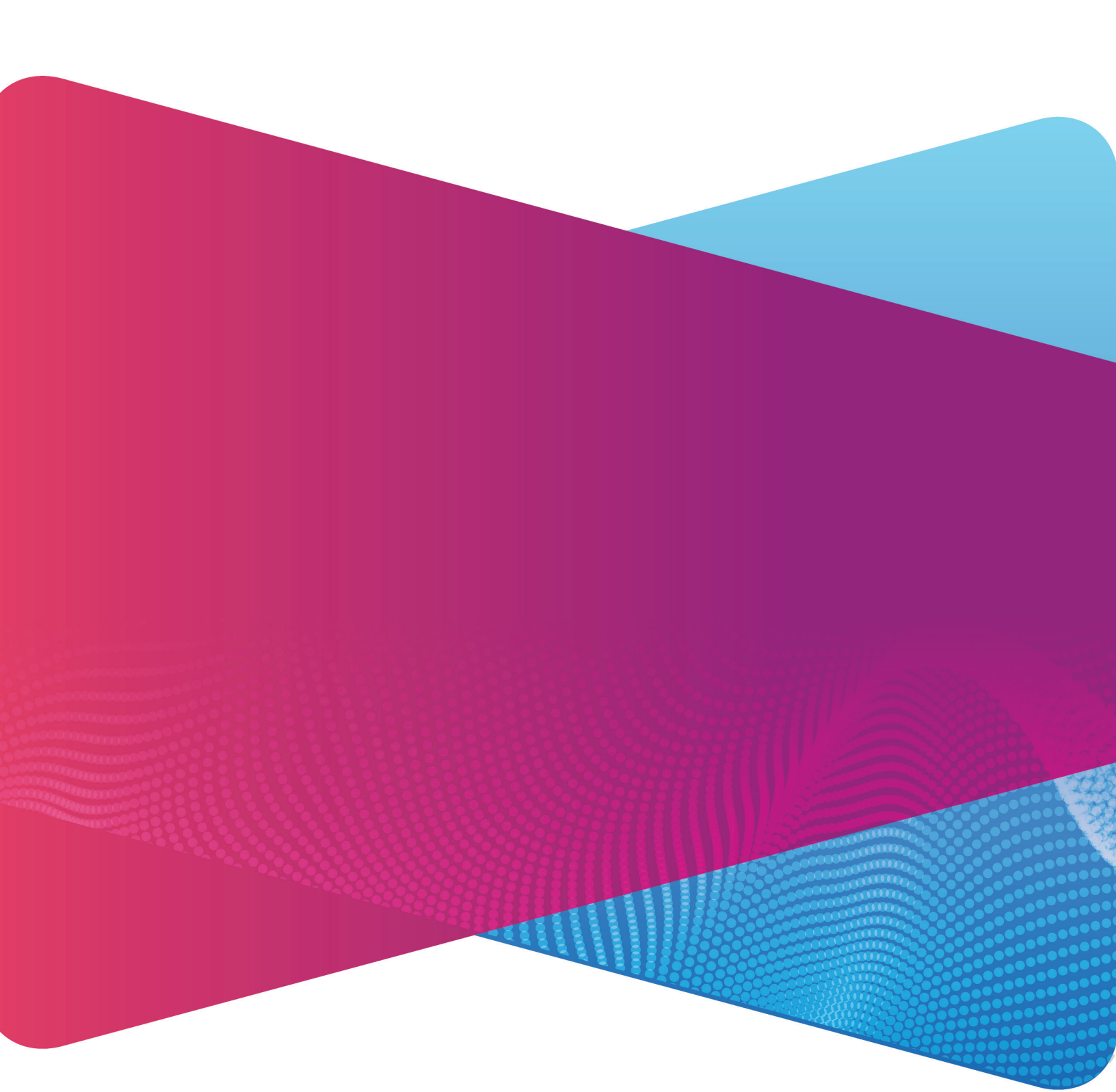
Contact us

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