



Welcome to **Letshalo HR Services**

Supporting transformation in your business!

letshalohr.co.za ●



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Who We Are

At **Letshalo HR Services** we deliver professional service imbued with passion and dedication, ensuring the best possible outcomes for our clients and their staff.

In our pressurised world of work, respect and fairness is key to a productive and loyal team that contributes to our clients' bottom line, and this is key to our commitment to all of our clients. We pride ourselves on our ethics and values and we adhere to these in everything that we do.

Team Leader Neo Mpele is an honours graduate and registered HR Professional with the South African Board for People Practice (SABPP). Your business is in safe hands with her 14 years' worth of HR Consulting experience, having worked across the spectrum of clients to hone her skills.

With a special interest in the Education Sector, Neo hopes to help address some of the skills shortages in our schools, to further quality education.

Letshalo HR Services is a 100% Black Woman Owned, B-BEE Level 1 company.





Mission

Letshalo HR Services' mission is to achieve success through transparency and the provision of professional services, quality processes and procedures designed for long term business partnerships.

Vision

Our vision is to help employers drive and improve performance through its people at the same time taking care of its manpower through best practices.



Learning & Development

Creating a learning environment for internal and external stakeholders



Ethics

We will demonstrate integrity through being fair, honest, and confidential



Teamwork

We will support each other to maximise effectiveness



Simplicity

We are committed to create and implement user-friendly solutions to our clients



Honesty

We will demonstrate honesty to our internal and external stakeholders



Achievement

We are committed to high performance and delivering results



Leadership

We are committed to guide and facilitate others to make a positive difference in their lives and to contribute to the whole organisation



Ownership

We commit to own the process and being accountable



Values

Our values are a continuation of our story. We are committed to offering services that speak to the client, accommodating their needs and not only them but developing our staff, our candidates, and providing outstanding support to our clients.

WHAT DO WE OFFER

HR Outsourcing & Consulting

Would you like the accessibility of an HR Department at the cost of one resource?
We can make it a reality.

We customise our services as per your specification and can provide retainer services for the client that needs the full Human Resources function or a project-based service for those once-off requests. For retainer-based services, an HR Consultant will be allocated to your account providing daily telephonic and email assistance and may upon request visit the client as per the agreed SLA.

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HR Outsourcing & Consulting

Our services include:

- Development of standard policies and procedures
- Job profiles and descriptions
- Contracts of employment
- Recruitment of personnel
- Employee onboarding and training
- Employment Equity and Compliance
- HR Reports
- HR templates
- Employee management and documentation
- Employee relations I.e., disciplinary issues and/or grievance management
- Employee exit processes
- Equity reporting
- Skills reporting



What Do We Offer

Recruitment

Allow Letshalo to take the time and risk out of your resourcing headaches by finding, screening, and presenting ideal candidates for your job openings. Our recruitment processes can be tailored to your specific requirements. We offer the following services:

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01



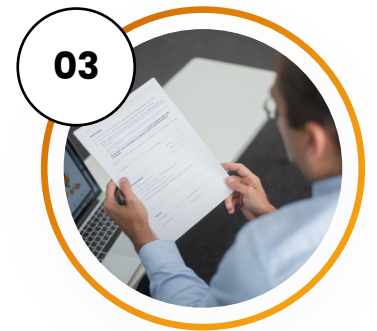
Job Scoping

02



Advertising

03



Vetting

04



**Interview
Process**

05



**Sourcing &
Pre-screening**

06



**Negotiation
Facilitation**

07



Onboarding

i

PRO TIP

Visit letshalohr.co.za to chat to a consultant and find out how we can tailor the perfect service package for you.

WHAT DO WE OFFER

Payroll Outsourcing & Consulting

There is always a thin line between HR and Accounting when it comes to Payroll. Fortunately for our clients, this is a question they need not ask themselves as we provide Payroll Outsourcing and Consulting Services.

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Payroll Outsourcing & consulting

We have a broad range of services:

- SAGE 300 people implementation which provides an integrated payroll, HR, and Employee Self-service solution.
- Payroll system migration
- Monthly payroll processing
- Leave processing
- Perform an analysis of the current payroll workflow and develop processing policies that will streamline the workflow. These include but not limited to:
 - A. The methodology of processing the data
 - B. Generating relevant payroll reports
- Accurate and timely submissions to the following legislative bodies:
 - A. SARS – Monthly EMP201 – to finance
 - B. UIF – UIF monthly declaration – DOL
- Third Party submissions
- Employee Self Service



Reviews

What our clients have had to say!



Sekgametsi Sebotsa

Principal



Letshalo offered me a highly professional service. I am impressed with their turnaround time, they have competent staff, excellent and efficient customer service and support. This is a reliable and trustworthy company to deal with.



Tiisetso Tau

Managing Director of Synergy Business Events



Working with Letshalo HR Services has been an interesting journey that began before COVID-19, then we had to cut costs due to the pandemic, and with events taking a hit, we had to let go of our valuable HR service provider. BUT now that things have returned to normal, we have welcomed Letshalo back because we value their service at Synergy Business events. Letshalo HR Services is one such service provider that is always ready to offer HR advice and services.



Ruby Makhubela

Satisfied Candidate



If you're looking for a company that cares about your needs, that listens and forever available to you before and after they've placed you, Letshalo HR Services is the only name that should be in your mind. I would choose them always. They go far and beyond for you and will definitely place you. Ask me, I know! 🙌



Eugene Pansegrouw

Owner/Financial Advisor (Leafdrop Financial Services)



I've had the privilege to work with Neo Mpele, from Letshalo HR Services, for the past five years. Since she took over the HR department functions, my job as financial advisor at the company became more efficient as she embraces the values needed to provide a professional service. Although she follows a professional approach, I got the feeling that the personnel and senior management connected with her on a personal level, like she was part of the team and they all looked up to her for guidance. She is a friendly, caring person and can be relied upon, no matter what the challenges are. I can truly recommend her services; Neo will be an asset.

Reviews

What our clients have had to say!



ER

Emmanuel Ramathavha

Principal – ACUDEO College



Throughout my tenure with the company, Letshalo HR services provided services that were required consistently professional and knowledgeable of unique needs in the independent schools' industry.

The company did not only provide the services but empowered me as a school principal to understand HR policies governing HR-related decisions. I would recommend Letshalo HR services as an HR partner.



TS

Tiisetso Sithole

Educator



Need an HR service that will serve your company's needs? Letshalo HR Services is the Answer. Letshalo takes pride in their work, prioritizes their clients, treats them with care and is always available to lend an ear. Letshalo is the name I trust.



PT

Pierre Tredoux

Executive Director/CEO – Barnstone Education



Letshalo HR Services has been a valuable partner of Barnstone Education and the ACUDEO College group of schools. Their commitment, work ethic, and enthusiasm ensured quality service and a highly effective and efficient HR department. The team is very knowledgeable and continuously provided valuable insights and recommendations to improve our HR processes.

They have a deep understanding of business drivers and the importance of human capital in an organization. At the same time, they fully understand the need to balance the organization's interests with the needs and demands of staff. The Letshalo CEO, Neo Mpele, became a key member of our management team and ensured that HR policies were aligned with the company's strategic objectives.

Letshalo's personal approach, attention to detail, and commitment had a positive impact on our company culture and contributed to the growth of the business.



Meet the Team



Neo Mpele

Founder & Director



Zanele Buthelezi

HR Consultant



Boipelo Molelengoane

HR Consultant



Thabo Mlangeni

Payroll Specialist



Get in Touch

Send us your enquiry and a friendly team member will get back to you within 24 hours.



A trusted and competent team can make all the difference in your business.

At Letshalo, we undertake the full HR function in your business, taking away the risk of non-compliance by providing full proof services that meet and exceed your needs and expectations.

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