

# COMPANY PROFILE

## Takora Human Capital

Specialist recruitment partner connecting top engineering and technical talent with leading organisations through tailored, results-driven solutions.

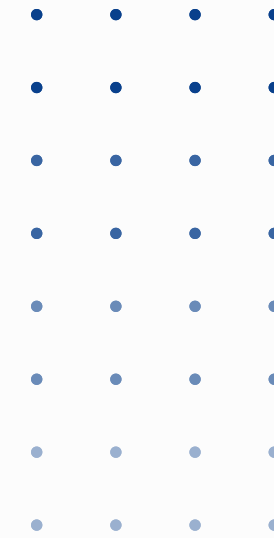


## About Us

## Who We Are

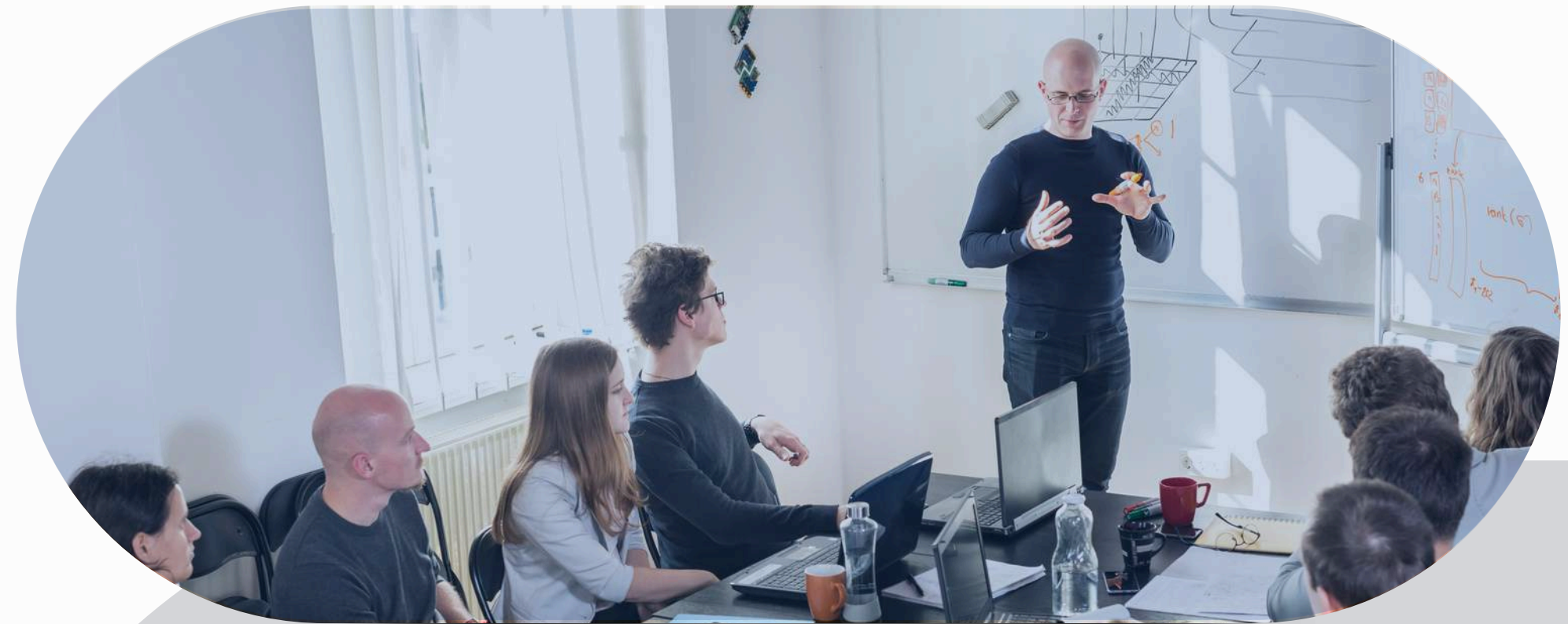
Takora is an established human capital and HR advisory firm focused on delivering exceptional, end-to-end people solutions. We partner with organisations to strengthen their workforce strategy, optimise HR operations, and secure the right talent to support sustainable growth.

Our services are designed to support businesses across the full employee lifecycle from attraction and onboarding to compliance, retention, and payroll management.



## Our Vision

To create a culture that is employee focused and empower women within the professional services industry.



## Our Mission

To empower people in order for them to reach their fullest potential.

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## Our Human Capital Services



### Human Capital Management

We support organisations in building and sustaining high-performing teams through:

- Talent acquisition and workforce planning
- Employee onboarding and integration
- Retention strategies aligned to business objectives

### Our services include:

#### Talent acquisition and workforce planning

We implement recruitment strategies that attract the right talent while complying with the **Labour Relations Act (LRA)**, **Employment Equity Act (EEA)**, and sector-specific regulations. This includes job analysis, workforce planning, sourcing strategies, competency-based assessments, and fair, non-discriminatory selection processes.



## Our Human Capital Services



### Employee onboarding and integration

We structure compliant onboarding programmes that promote early integration, clarity of roles, and alignment with employment contracts, company policies, and BCEA requirements. Onboarding also ensures employees understand their rights and obligations under South African labour law.

### Retention strategies aligned to business objectives

We design retention initiatives that enhance engagement, performance, and motivation while remaining legally compliant with LRA, BCEA, and POPIA. Solutions include career development frameworks, succession planning, performance management, recognition strategies, and employee wellness programmes.

## Human Resource Advisory & Support



Our HR services ensure compliance, consistency, and effective people management, including:

- Drafting and management of employment contracts and policies
- Employee relations and retention support
- Outsourced disciplinary and grievance procedures
- On-site HR management and advisory services

Our HR advisory services are designed to ensure full compliance with South African labour legislation while promoting consistent, fair, and effective people management practices. We support employers in navigating complex employment matters with confidence, legal alignment, and data privacy awareness.



# Human Resource Advisory & Support



Our services include:

**Drafting, review, and management of employment contracts, policies, and procedures** in line with the Labour Relations Act (LRA), Basic Conditions of Employment Act (BCEA), Employment Equity Act (EEA), and relevant sectoral determinations

**Employee relations and retention support**, including performance management guidance, incapacity management, misconduct management, and workplace conflict resolution

**Outsourced disciplinary and grievance procedures**, including chairing disciplinary hearings, grievance handling, and procedural support to ensure substantive and procedural fairness

**On-site HR management and advisory services**, providing hands-on HR support, compliance oversight, and strategic guidance tailored to operational requirements

**POPIA compliance and data protection**, ensuring that all employee personal information is collected, stored, and processed in line with the Protection of Personal Information Act (POPIA), safeguarding privacy and maintaining confidentiality



# Recruitment & Selection

We deliver flexible recruitment solutions tailored to your hiring needs:

- Permanent and temporary recruitment (TES)
- Contingency recruitment across multiple sectors
- End-to-end candidate sourcing, screening, and selection

## Recruitment Process Outsourcing (RPO) & Managed Service Provider (MSP)

For high-volume or ongoing hiring requirements, we offer:

- Recruitment Process Outsourcing (RPO)
- Managed Service Provider (MSP) solutions

## Payroll Services

We provide accurate, compliant payroll solutions for:

- Permanent employees
- Temporary Employment Services (TES)
- End-to-end payroll administration and statutory compliance



# Talent Acquisition

Our talent acquisition services go beyond traditional recruitment. We partner with organisations to attract, assess, and secure top talent while ensuring compliance with South African labour law, Employment Equity, and POPIA. Our approach is tailored, strategic, and results-driven, helping businesses build high-performing teams that drive growth.

## Our talent acquisition services include:

### Strategic Workforce Planning

We analyse your organisational structure, skills gaps, and future business needs to develop a recruitment strategy that ensures you hire the right people at the right time.

### Sourcing and Candidate Attraction

Using targeted headhunting, job boards, LinkedIn, and talent pools, we reach active and passive candidates who match your requirements. Our sourcing approach is EE-compliant and fair, ensuring diverse and merit-based shortlists

### Screening and Assessment

We conduct rigorous CV screening, competency-based interviews, psychometric testing, and reference checks to ensure candidates meet both technical and cultural fit requirements.



# Talent Acquisition

Our talent acquisition services include:

## End-to-End Recruitment Management

From job profiling, advertising, shortlisting, and scheduling interviews to managing offers and acceptance, we provide a seamless experience for both client and candidate, ensuring compliance with the LRA, BCEA, and POPIA.

## Employer Branding Support

We help organisations position themselves as employers of choice, enhancing their visibility and appeal to top talent through tailored communication strategies.

## Retention-Focused Recruitment

Our process is designed not only to fill positions but to support long-term retention, advising on onboarding, career progression, and early engagement strategies.

## Temporary and Contract Staffing (TES)

We provide flexible staffing solutions for short-term, project-based, or seasonal needs, fully compliant with Temporary Employment Services regulations.



# On-site HR Management & Advisory Services

Takora's on-site HR management and advisory services provide organisations with a dedicated, experienced HR presence right at their workplace. We act as an extension of your team, delivering day-to-day HR support, strategic guidance, and practical solutions to ensure your workforce is effectively managed and your business objectives are supported.

## Our on-site HR services include:

### HR Operations Management

We oversee day-to-day HR activities, ensuring smooth workflow for employee administration, record keeping, leave management, and HR reporting.

### Employee Engagement and Culture Development

We work directly with teams to foster a positive work environment, support employee engagement initiatives, and drive programs that strengthen organisational culture.

### Performance Management Support

Implementing and managing performance evaluation processes, goal-setting frameworks, and appraisal cycles to help employees reach their full potential.



# On-site HR Management & Advisory Services

## Recruitment Support On-site

Acting as your on-site HR partner, we assist with candidate screening, interview scheduling, onboarding, and induction processes to ensure new hires integrate seamlessly.

## Employee Relations and Conflict Resolution

Addressing day-to-day employee concerns, mediating conflicts, providing coaching to managers, and supporting team cohesion.

## Policy Implementation and HR Advisory

Translating your HR policies into actionable practices, advising managers on HR best practices, and guiding leadership on workforce planning, succession, and development.

## Training and Development Coordination

Coordinating in-house training programs, workshops, and skills development initiatives to upskill employees and improve organisational capability.

## Change Management Support

Providing guidance and hands-on support during organisational change, restructuring, or growth initiatives to ensure smooth transitions and workforce alignment.



# On-site HR Management & Advisory Services

## HR Metrics and Reporting

Collecting and analysing HR data on turnover, absenteeism, engagement, and performance to provide actionable insights and recommendations to leadership.

## Temporary HR Leadership

Acting as an interim HR manager or HR business partner during leadership gaps, ensuring continuity of HR operations and strategic initiatives.



## End-to-End Payroll Management



Takora's end-to-end payroll management provides organisations with a seamless, accurate, and reliable payroll solution. We handle every aspect of payroll administration, freeing your business to focus on growth while ensuring employees are paid correctly and on time.

### Our payroll services include:

#### Payroll Processing

Complete management of your payroll cycle, including calculation of salaries, wages, allowances, bonuses, and deductions for both permanent and temporary staff (TES).

#### Statutory Compliance Support

Ensuring accurate calculation and submission of statutory contributions such as UIF, PAYE, SDL, and other relevant statutory requirements.

#### Leave and Absence Management

Integration of leave records, sick leave, and other absences into payroll to ensure accurate payouts.

#### Employee Data Management

Maintaining up-to-date employee records, including salary changes, benefits, and banking details, while ensuring confidentiality and POPIA-compliant data handling.



## End-to-End Payroll Management



### Our payroll services include:

#### **Payslips and Reporting**

Preparation and distribution of clear, accurate payslips to employees, along with comprehensive management reports for leadership review.

#### **Third-Party Payment Management**

Handling payments to pension funds, medical aid schemes, garnishees, and other deductions on behalf of the client.

#### **Onboarding and Termination Payroll**

Managing payroll for new hires and terminations, including pro-rated calculations, final pay, and exit settlements.

#### **Payroll Queries and Employee Support**

Acting as the first point of contact for employee payroll queries, ensuring quick resolution and employee satisfaction.

#### **Integration with HR Systems**

Seamlessly linking payroll with your HR and time-keeping systems to improve accuracy and reduce administrative burden.

#### **Payroll Analytics and Insights**

Providing actionable insights on payroll trends, costs, and workforce analytics to help inform strategic decisions.







## OUR PROFESSIONAL TEAM

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Our services are designed to support businesses across the full employee lifecycle from attraction and onboarding to compliance, retention, and payroll management.



**Tatenda Chatukuta**  
Branch Manager



**Refilwe Lubede**  
Group Operations Manager



**Ferrynne Roux**  
Group Marketing Lead



**Jennifer Rasenyalo**  
Recruiter Administrator

**A team of specialists committed to integrity, insight, and results.**



**Jon Mashele**

Group IT Specialist



**Tiyani Ngobeni**

Client Services Specialist/  
Team Leader



**Zinhle Ndlovu**

Market Mapping & Business  
Development Specialist



**Nelisiwe Hellen Phewa**

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