



## ***The professional specialist recruitment consultancy.***

*Unafrisol offers clients comprehensive solutions in all matters relating to talent management and the sourcing and recruitment of human resources. We specialize in:*

The Recruitment of Information Technology, Finance, Human Resources, Supply Chain and Logistics, Mining and Engineering personnel, on permanent, contract and temporary basis, from entry level to executive positions, for both local and international markets.

For both employer and employee, the work place of the 21st century is a challenging one. Over and above globalisation issues, current South African labour legislation (the Acts relating to Skills Development, Employment Equity, Labour Relations, Basic Conditions of Employment) demands careful management of human capital.

The highly professional team at Unafrisol provides a service that is based on and complies with all relevant legislation. Our credentials include registration as a labour broker and membership of the Association of Personnel Services Organisations of South Africa (APSO), with whose code of conduct and ethical standards we strictly comply. APSO and APSO members in turn are members of CIETT, known as the International Confederation of Private Employment Agencies. All Unafrisol employees hold IPSC (Institute of Personnel Service Consultants) memberships, which require a mandatory examination. Our company is thus built on the tenets of honesty, integrity and value for business and the lasting relationships we have developed with clients and candidates is a measure of our integrity, service excellence and expertise. More than that, we understand the need to establish a complimentary and synergistic match between client and candidate.

## ***Why use Unafrisol ?***

We are a dynamic, vibrant company fully in touch with the requirements of today's labour market in South Africa and abroad. From our black empowerment and equal opportunity credentials, to our understanding of the market's needs in our areas of recruitment specialisation, we offer outstanding service in a proudly South African spirit.

In terms of our BEE credentials, 51% of our shareholding is derived from empowerment partners.

Our major shareholder (81%) is EPI-USE, a technology services and software organisation, who is a prominent global player in the area of SAP Human Resource and are able to provide technology-related solutions in such areas as Customer Relationship Management (CRM), Enterprise Risk Management, Knowledge Management (KM), Value Based Management (VBM), Infrastructure Support and Application Development.

Our other significant shareholder (19%) is Nokusa Investments (Pty) Ltd, a 100% black owned company that in turn hold 40% of the issued share capital in EPI-USE.

Our client base encompasses both the public and private sectors, spanning all industries and continents. Together with our major stakeholders, we have access to over 600 corporate clients both nationally and internationally.

## ***Overview of services offered***

### ***Recruitment and selection***

Leading organisations know that competitive advantage stems from employing personnel of the highest calibre since key talent impacts on the bottom line. Helping employers to link business strategies to people strategies through tailored, cost-effective staffing solutions is one of our strengths. We are able to manage part or all of the placement process, depending on client requirements.

- Job profiling
- Advertising/advertising response handling
- Permanent and Contingency recruitment
- Contract or Interim Staffing
- Integrity assessments and verification of qualifications





In our areas of specialisation we have developed an intimate understanding of the industries in which our clients and candidates operate. Corporate clients are assigned their own account manager whose business is to understand the client's needs and corporate culture, while also assuming responsibility for service quality. Through continuous research of market conditions, our consultants develop their knowledge and understanding of their individual markets. Our objective is to ensure that every position is filled by the right person efficiently and timeously.

## ***Details of services offered by Unafrisol***

### ***1. Recruitment and selection***

Unafrisol's well-defined and multi-faceted approach is designed to identify and attract top talent who has the potential, competencies and skills which exceed our clients' requirements and who will assist an organisation in achieving its objectives.

We recognise that the effective recruitment of both permanent/ contingency and contract/ interim resources requires a good balance of recruitment skills and experience, access to specialised technology and a broad understanding of clients' requirements in multi-disciplined environments.

All aspects of our recruitment solutions are delivered on a fully integrated basis, including a seamless interface with our clients' processes and cultures.

Unafrisol strives to be a recruitment consultancy of choice. In satisfying our clients' resourcing needs, we employ a business model which incorporates the use of leading-edge technology and business tools for use by our skilled and multi-disciplined consultants. This includes targeting and attracting high-calibre candidates by having a constant presence in the market through advertising in appropriate publications relating to specialist skills.

#### ***1.1 Unafrisol recruitment methodology***

We consult with clients to ensure that we have a precise understanding of their requirements for each individual position or contract. We take great care in selecting the correct people by addressing the exact requirements in terms of corporate culture and technical skills.

#### ***Advertising/ advertisement response handling***

Unafrisol will handle advertisement placing and the necessary follow-up procedures to responses, i.e. meticulously screening the resumés and putting forward only those individuals who have the appropriate qualifications and relevant experience to meet the requirements of the position.

#### ***Interviews***

All applicants are personally interviewed by one of our experienced consultants using competency and behavioural methodologies.

#### ***Database search***

We have an extensive database of pre-screened applicants, both permanent and temporary who are looking for career advancement opportunities and contract/interim resources who are able to add immediate value to your organisation – we ensure that their skills level allows for speedy effectiveness.

#### ***Integrity assessments***

With the candidate's permission, we ensure that thorough reference, credit and criminal record checks are undertaken. In addition, the qualifications of all applicants are verified with the relevant learning institution, whether local or international.





### *1.2 Specialised recruiting areas*

Unafrisol places staff at all levels. Our contract and interim division is supported by a large database of qualified and experienced candidates and assignees, allowing us to recruit for permanent placements, contractors, project teams, consultants, etc in accordance with the client's requirements. Unafrisol specialises in the following disciplines:

#### *Information Technology:*

- Business Analysis
- Database Administration
- ERP (SAP, PeopleSoft, JDE, etc)
- Knowledge Management Services
- Network Support Services
- Project Management
- Software Development
- System Integration
- System Architects/Technical specialists

#### *Financial:*

- Assistant Accountants
- Bookkeepers
- Chartered Accountants
- Company Secretaries
- Cost Accountants/ Managers
- Credit Controllers/ Managers
- Debtors/ Credit Clerks
- Financial Accountants
- Financial Directors
- Financial Managers
- Financial/ Business Analysts
- Internal and External Auditors
- Management Accountants
- Payroll Managers/ Administrators
- Project Accountants
- Tax Specialists

#### *HR:*

- Benefits Specialists
- Change Management Consultants
- Compliance Specialists
- Human Resource administrators
- Human Resource Managers
- Human Resource Information System Specialists
- Trainers

#### *Supply Chain and Logistics*

- Procurement Consultants and Managers
- Supply Chain Consultants and Managers
- Logistics Consultants and Managers

#### *Mining and Engineering:*

- Mining Managers
- Mining Engineers
- Contract Engineers and Managers
- Production Managers
- Section Managers
- Engineers – all disciplines
- Surveyors
- Mine Planners
- Banksman
- Onsetters
- Artisans
- Mine Overseers
- Shift Overseers
- Safety Officers





## ***2. Advertisement Response Handling***

Unafrisol publishes advertisements on behalf of clients within the national media and also international media if and when required. We assume full responsibility for the drafting & publishing of advertisements as well as the advertisement response handling process, which entails the screening of responses according to inherent requirements of each position and presentation of a pre-screened shortlist of suitable applicants for the client to interview.

### ***Value-added services and community upliftment as part of the talent sourcing process :***

At Unafrisol we believe in being part of the economic solution for South Africa and being actively involved in the principles of Ubuntu.

Therefore, as part of rendering talent sourcing services to clients, we first and foremost recruit from the immediate local communities in and around the area of employment.

Furthermore, we also aim to employ people from the community on contract as our own employees and teach them recruitment and human resources management skills, in order to give back to the community as part of a skills transfer process.

Every project and client is unique, not only in terms of their recruitment needs, but also in terms of their corporate social responsibility inputs, and together with the relevant decision makers, this aspect of value adding can be discussed in more detail and customized in order to suit the client's specific requirements.

We recognise that the effective recruitment of both permanent/contingency and contract/interim resources require a good balance of recruitment skills and experience, access to specialised technology and a broad understanding of clients' requirements in multi-disciplined environments.

### ***International sourcing and recruitment capabilities***

With various partners (for example Hudson Recruitment's International Division) as well as service providers (for example Monster.com) across the globe, Unafrisol is capable of not only sourcing skills from an Africa-continent perspective, but we are also aligned to source, recruit and place skills from anywhere in the world.

World-class technology together with flexibility and speedy mobility embodied in a virtual office concept allow for recruitment to be done from, and in any location around the world, and for any entity.

Examples of international clients who we have successfully serviced in the past either on our own or as part of a working partnership include the following : Engen (petroleum), BP (petroleum), Xstrata (mining), The Antwerp Diamond Bank (banking), Vodacom (telecommunications) and Gateway Broadcasting Services (technology) to mention a few.

### ***Directors***

#### ***Directors:***

Mr. Mphumuzi Moses Hadebe; Mr. Danie Behr





***Contact details***

Unafrisol is based in Pretoria, Gauteng. Our physical address is 46 Ingersol Street, Lynnwood Glen, Pretoria

***Postal address:***  
PO Box 72614  
Lynnwood Ridge  
Pretoria  
0040

Tel +27 12 470-2400  
Fax +27 12 470-2366  
Mobile : +27 82 923 5425  
Email: [info@unafrisol.co.za](mailto:info@unafrisol.co.za)  
[www.unafrisol.co.za](http://www.unafrisol.co.za)

*We look forward to being of service to you.*

