



Company Profile

Registration Number: 2018/112741/07
BBBEE Rating: Level 1
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OUR SERVICES *See More pg04-08*

➔ TURNKEY HUMAN RESOURCES

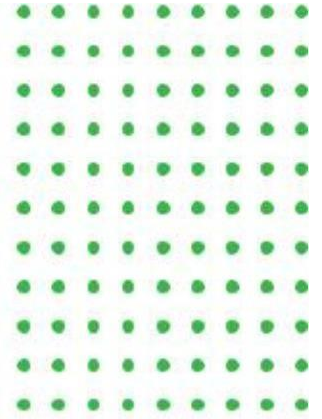
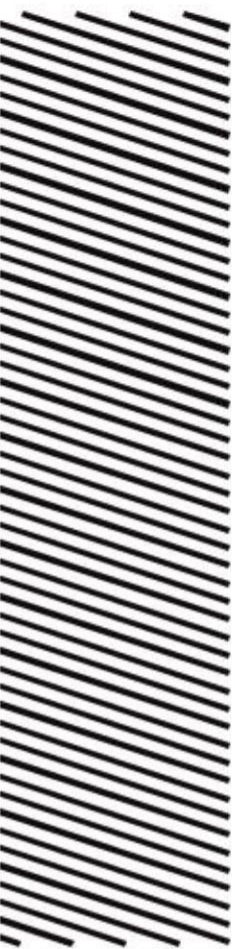
We believe in spending ample time and resources in understanding a client's goals, challenges and operating environment...

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➔ SKILLS DEVELOPMENT

Short- and long-term courses are tailor made to suit everyone in their area of interest. ...

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LIFT WHERE YOU STAND, TO UPLIFT ONE ANOTHER

US

ABOUT

G-Force Employment Solutions is a South African registered Human Resources Firm specialising in placements, labour outsourcing, payroll administration, human talent development and industrial relations.

Our management team comprises of leading minds in the HR field with 40 years combined experience. Our team has a deep understanding of the South African socio-economic landscape. We adapt world best practices to the local environment and in some cases provide leading innovative solutions.

We believe in spending ample time and resources in understanding a client's goals, challenges and operating environment. This approach helps us prescribe or apply effective solutions that improve efficiency, productivity and reduce costs.



VISION

Be recognised as a premium partner in Human Resources and Industrial Relations.



MISSION

Provide turnkey solutions which encompass quality and innovation.



VALUES

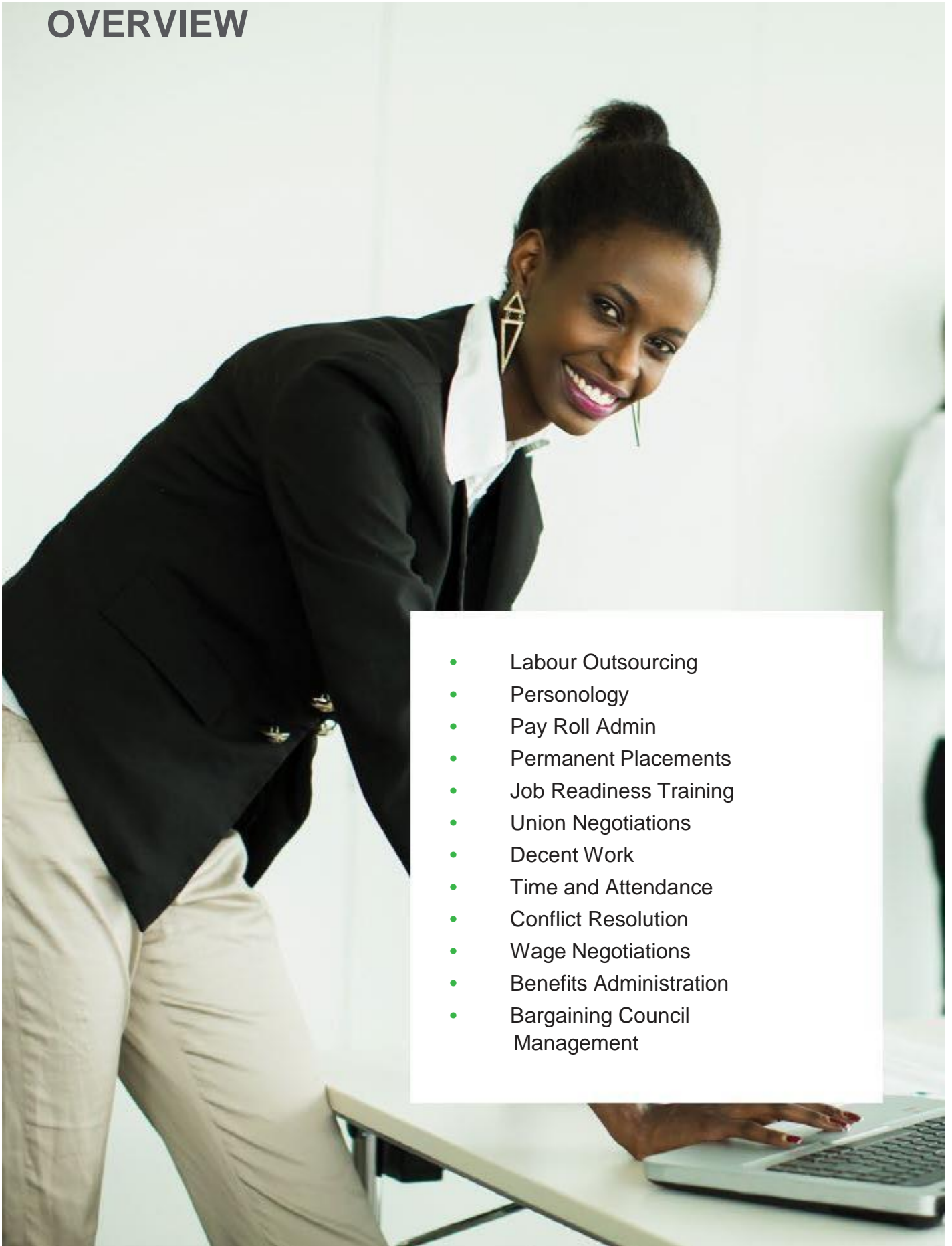
Our values are at the core of who we are and how we operate. We acknowledge the need for confidentiality, transparency where required, integrity and trust. This is the basis for lasting relationships and dependable service delivery.

Our people are focused on

- Unwavering respect
- Inclusivity and team work
- Demonstrating Integrity
- An allegiance to nation building



SERVICES OVERVIEW



- Labour Outsourcing
- Personology
- Pay Roll Admin
- Permanent Placements
- Job Readiness Training
- Union Negotiations
- Decent Work
- Time and Attendance
- Conflict Resolution
- Wage Negotiations
- Benefits Administration
- Bargaining Council Management

TURNKEY HUMAN RESOURCES SOLUTIONS

Employment Equity

- Employment Equity Plans
- Workplace Analysis
- Preparation Phase
- Implementation Phase
- Monitoring Phase
- Consultation Phase
- Submission Phase

* Recruitment

- Advertising
- Pre-selection and screening
- Criminal checks
- Referencing
- Short-listing candidates
- Follow up and Feedback

* Administration

- Skills Analysis
- Seta Applications
- Grant Applications
- Apprentice Application
- Experiential Application
- Learner Applications
- Accreditations of Site
- Compiling of WSP+ATR
- Union Consultations
- Online Submission



PAYROLL ADMINISTRATION



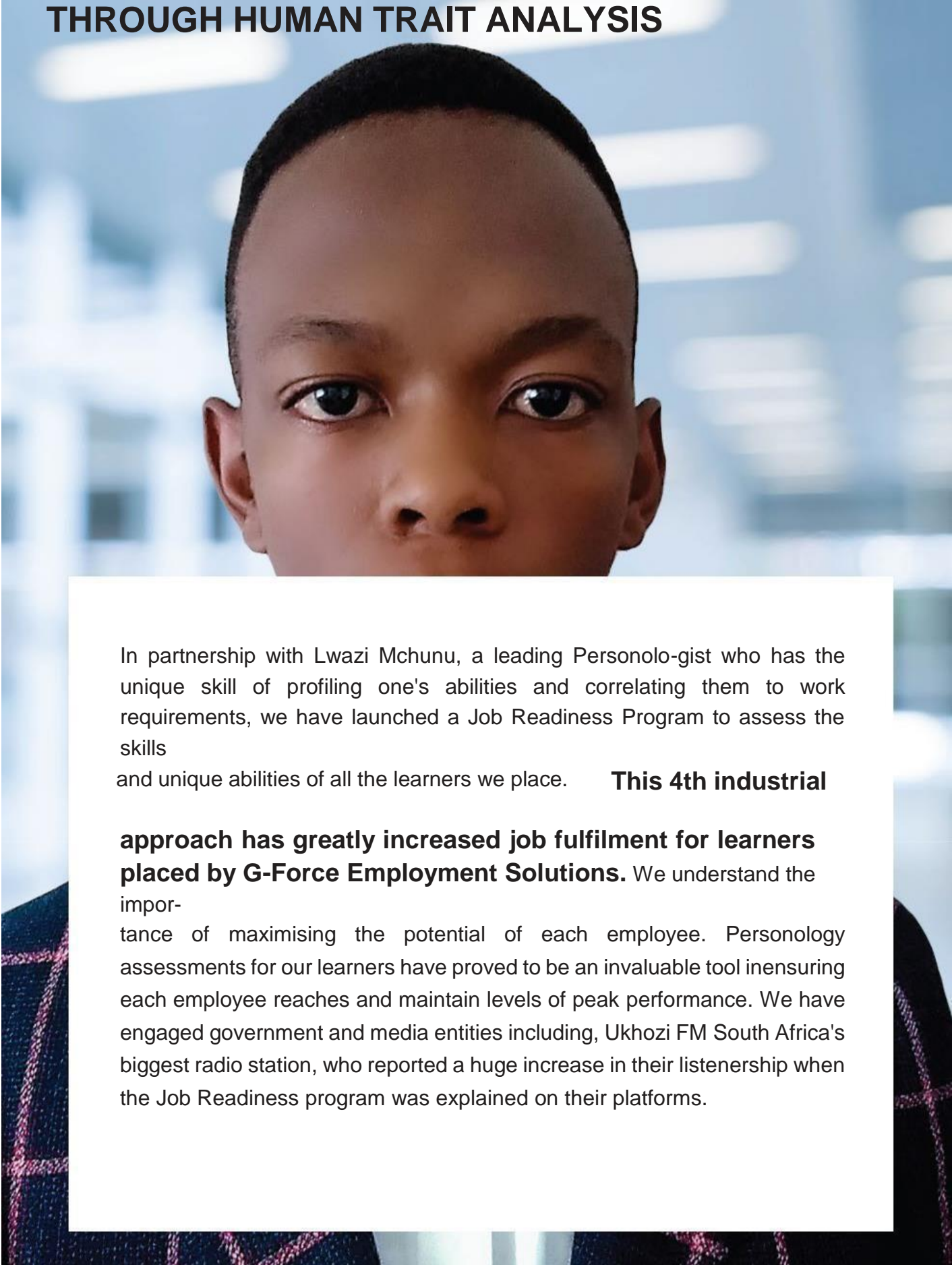
Enjoy reduced costs by no longer having to maintain an in-house payroll financial team. G-Force Financial team will assist you with pay-roll administration ensuring compliance whilst saving you time and improving your efficiency.

G-Force Employment Solutions has a team of highly qualified financial/payroll administrators at your disposal.

G-Force offers the following payroll administration services.

- Calculation of wages and utilising payroll software.
- Payment of wages by means of electronic funds transfers.
- Provision and delivery of payslips.
- Administration and provision of reports in respect of annual leave, sick leave and family responsibility leave.
- Administration of annual bonuses.
- Submission and administration of claims regarding Compensation for Occupational Injuries and Diseases.
- Administration, provision of reports and payment of contributions in respect of statutory requirements such as Skills Development, Unemployment Insurance Fund and Compensation for Occupational Injuries and Diseases.
- Administration, provision of reports and payment of contributions, in respect of pension or provident funds.
- Onsite or telephonic consultation with our administration department regarding wage queries and flexible costing alternatives.

JOB READINESS PROGRAM THROUGH HUMAN TRAIT ANALYSIS



In partnership with Lwazi Mchunu, a leading Personologist who has the unique skill of profiling one's abilities and correlating them to work requirements, we have launched a Job Readiness Program to assess the skills

and unique abilities of all the learners we place. **This 4th industrial**

approach has greatly increased job fulfilment for learners placed by G-Force Employment Solutions. We understand the impor-

tance of maximising the potential of each employee. Personology assessments for our learners have proved to be an invaluable tool in ensuring each employee reaches and maintain levels of peak performance. We have engaged government and media entities including, Ukhozi FM South Africa's biggest radio station, who reported a huge increase in their listenership when the Job Readiness program was explained on their platforms.

PERSONNEL OUTSOURCING (TEMPORARY EMPLOYMENT SERVICES)



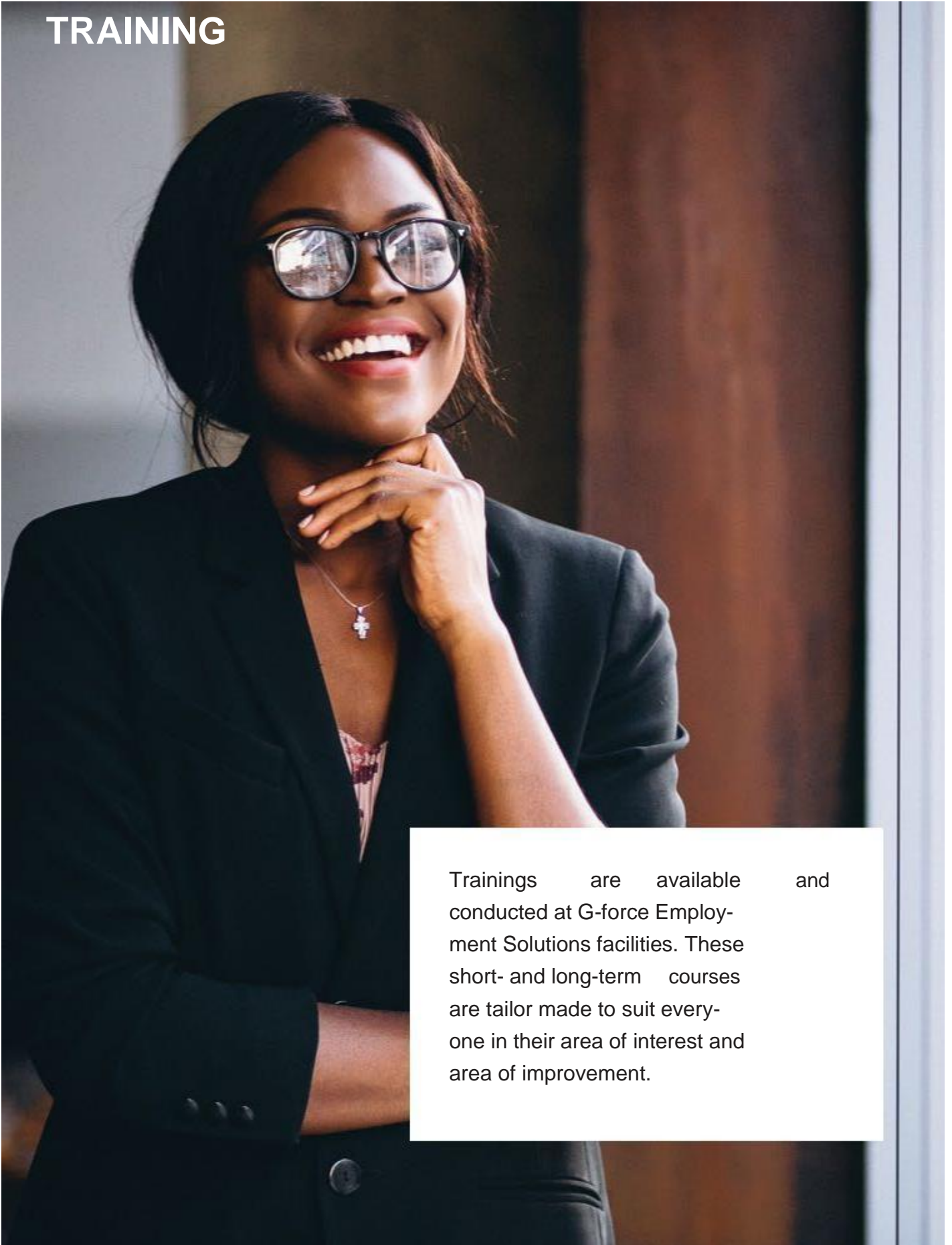
Our personnel outsourcing service operates fully in accordance with labour laws and within the parameters of applicable bargaining council agreements. These services include:

- Labour Outsourcing
- Limited duration or fixed term employment contracts
- Contract or project related employment contracts
- Learnership projects administration.
- Backlog related employment contracts
- Seasonal employment contracts
- Expatriate service contracts
- Shutdown labour management

We offer the full scope of our recruitment and payroll administration services for outsourced labour. Below are additional services:

- Candidate selection
- On site supervision based on numbers and consultation with employees regarding terms of employment.
- Provision of employee information required for clients' Employment Equity report.
- Taking active part in workplace skills plan and introduce effective training to compliment the client's needs.
- Application of a disciplinary code, and the holding of disciplinary hearings in conjunction with our clients.
- Representation at CCMA hearings

SKILLS DEVELOPMENT & TRAINING



Trainings are available and conducted at G-force Employment Solutions facilities. These short- and long-term courses are tailor made to suit everyone in their area of interest and area of improvement.

SHORT TO MEDIUM TERM COURSES



- Assessor Training
- Facilitator Training
- Moderator Training
- Skills development facilitator
- Team Building
- Fabrication
- Welding
- Finance
- Customer Relations
- HIV / AIDS
- First Aid
- Fire Fighting
- Health & Safety
- Supervisory Management
- Generic Management
- Project Management
- Brick layering
- Plastering
- Tiling
- Carpentry
- Conflict Management
- Time Management

- Team Building
- Suspension Fitter (wheel alignment, brakes, shocks, exhaust)
- Forklift
- Truck Mounted Cranes
- Root Cause Analysis
- MS Projects
- MS Office
- Wellness Programs

LONG TERM COURSES

Qualification	NQF Level	Credits	Program Outline
National Certificate: Motor Industry Management	5	162	A person acquiring this qualification will be able to manage first line managers in an organizational entity. First line managers may include team leaders, supervisors, junior managers, section heads and foremen. The focus of this qualification is initiating, monitoring, leading and building relationships. There is also a focus on risk, finance and knowledge management.
National Certificate: Manufacturing Management	5	120	A person acquiring this qualification will be able to plan work processes to ensure that a) production line(s) operate effectively within the performance requirements of the manufacturing unit, lead people within a production environment to ensure that organizational objectives are achieved, maintain health, safety and quality control standards, organize, control and continuously improve a production process in the South African manufacturing context to enable the unit and the organisation to remain competitive in the global market place.
FET/National Certificate: Automotive Components	2,3,4	120	The main skills that are recognized in this Qualification are: setting-up production machines, changing and setting tooling, anticipating and troubleshooting machine functioning in order to maintain the production process and leading teams in the performance of their tasks within this process.

Qualification	NQF Level	Credits	Program Outline
National Certificate: Process Manufacturing	4	150	<p>The learners who achieve this qualification will be able to demonstrate competencies in the management relating to Planning, Organising, Leading, Controlling and Ethics. Overall, this qualification will ensure that learners are capable of:</p> <ul style="list-style-type: none"> • Developing plans to achieve defined objectives • Organising resources in accordance with a developed plan • Leading a team to work co-operatively to achieve objectives • Monitoring performance to ensure compliance to a plan • Making decisions based on a code of ethics.
National Certificate: Project Management	4	125	<p>This qualification is designed to provide the foundation or the initial skills required for an individual in an organisation to conduct projects successfully; be an effective project team member; undertake a range of project management administration or support tasks and contribute to the planning and execution of projects or sub-projects. It is designed for people working in a project environment as a team member, project administrator or leader of a small project/sub-project. This qualification is used with MS-Projects.</p>
FET/National Certificate: Engineering Processes	2,3,4	120	<p>This qualification recognizes the skills, knowledge and values acquired by learners involved in setting-up production or manufacturing machinery and to be able to perform a range of activities and thereby meet the challenges within a specific metal and engineering manufacturing processes environment at this level.</p>

Qualification	NQF Level	Credits	Program Outline
FET/National Certificate: Production Technology	2, 3, 4	120	The combination of learning outcomes that comprise this qualification will provide the qualifying learner with vocational knowledge and skills appropriate to the context of production technology. This qualification provides learners with the range of learning and skills required to be able to perform a series of activities to support manufacturing, engineering and technology processes. Learners will acquire a range of skills in the identification of production parameters in manufacturing, engineering and technology industries and basic strategies to achieve them.

Production Qualifications

Qualification	SAQA ID	NQF Level
National Certificate: Production Technology	58781	2
National Certificate: Production Technology	58785	3
FETC: Production Technology	58779	4
National Certificate: Manufacturing, Engineering and Related Activities	23253	1

Automotive Qualifications

Qualification	SAQA ID	NQF Level
National Certificate: Automotive Components	71950	2
National Certificate: Automotive Components	71989	3
FETC: Engineering Components	79687	4

Engineering Qualifications

Qualification	SAQA ID	NQF Level
National Certificate: Engineering Components	79686	2
National Certificate: Engineering Components	79666	3
FETC: Engineering Components	79687	4

Supervision Qualifications

Qualification	SAQA ID	NQF Level
FETC Manufacturing & Assembly Operations Supervision	48915	4

Management Development Qualifications

Qualification	SAQA ID	NQF Level
National Certificate: Manufacturing Man- agement	49743	5
FETC: Generic Man- agement Process Manufacturing	79286	4
National Certificate: Generic Manage- ment: Motor Indus- try Management	78824	5

Services Seta Qualifications

Qualification	SAQA ID	NQF Level
FETC: New Venture Creation	66249	4
National Certificate: Business Admin Services	67465	3
FETC: Project Man- agement	50080	4
FETC: Generic Man- agement	57712	4

TETA Qualifications

Qualification	SAQA ID	NQF Level
National Certificate: Professional Driving	50285	3

MICT Qualifications

Qualification	SAQA ID	NQF Level
National Certificate: End User Computing	61591	3

ETDP SETA Qualifications

Qualification	SAQA ID	NQF Level
FETC: Early Child- hood Development	58761	4
Higher Certificate Early Childhood Development	23117	5

MANAGEMENT TEAM



WISEMAN NDAWO

Chief Operations

Mr. Ndawo comes with over 15 years of Operations, Factory Management and warehousing experience. He is an excellent communicator who makes every person feel as if he or she is the only one in the room. He has received awards for best production and people management skills. Wiseman has a Diploma in Human Resources and Production Management and continues to sharpen his skills and knowledge to appropriately respond and add value to the constant and rapid changing business environment.

He works well with appointed heads of departments and managers in delegating responsibilities and ensuring that all aspects of the company are running efficiently. Wiseman has worked with the KZN Premiers' Office in the establishment committees of the Cato Ridge and Hammersdale Business Industrial Initiatives.

He has great leadership and negotiation skills. He enjoys furthering his education by taking courses that interest him as well as allow him to gain more knowledge and skills in Operations. An avid athlete, Wiseman has played soccer in a professional league.



GRAHAM SABELA

Chief Co-Ordinator (Director)

Mr. Graham Sabela, has experience that cuts across various industries including Labour Consultancy, Labour Provision, Management and the Burial Insurance industry. In the latter industry, he was the Head of Strategy and Business Development for a large burial insurance group domiciled in KwaZulu-Natal with a national footprint. He was instrumental and took a hands-on approach in growing the footprint of this large burial insurance institution to the United Kingdom as well as establishing offices in London.

In the Labour Management and Consultancy field, Mr. Sabela was an Executive Director and co-owner of a large Labour Management Consultancy based in Durban for thirteen years. He was instrumental in Marketing, Business Development and in strategically realigning the value proposition of this Labour Management Consultancy through various initiatives that aligned the business with community values and fostering amicable relations with organized labour (Unions).

Mr. Sabela's field of expertise includes: Strategic planning, Talent Management, Industrial Relations, Human Resources Development, and Curriculum Development. He has served various organizations both at National and Provincial levels..

These organizations include, the Black Management Forum, National Youth Strategy Development under the auspices of NEDLAC, Services SETA And BUSA in the transformation portfolio.

His strong practical and hands on experience is augmented by relevant qualifications in Business Management and Project Management from the Durban University of Technology (DUT) and MANCOSA. He has represented South Africa in Canada under the auspices of the International Labour Organization.

FINANCIAL TEAM



NOZIPHO NGUBANE

Financial Manager

has over 13 years working experience, with a solid 10 years' experience in the finance sector. She is a Taxation graduate from Durban University of Technology. She has vast experience with SARS processes and procedures. She is an analytical and critical thinker, who understands that achieving a goal requires patience, understanding and perseverance. She has well developed written and oral skills, with effective complaint handling, problem solver and strong computer literacy skills. She started acquiring her skills in the Customer and Marketing industry and was successful as she was named customer service of the month two months after joining the Velocity (Pty)Ltd company. She went on to gain her Finance experience working as a finance analyst for Business & Financial Specialists (Pty)Ltd. She advanced her skills when she joined the Funeral and Insurance industry working for Icebolethu Funerals RSA as a bookkeeper and then Assistance Finance Manager where she was successful in helping the company get to the next level of trade especially in the Finance and HR Payroll Department. She later on won an award for "Best Support Staff" in the year 2017. She then advanced to lead a department of Internal Loss Control within the company where she managed the department with over 10 staff. She was successful in detecting losses within the department and came up with ways to eliminate them. Nozipho is always willing to enhance her professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts her with responsibilities and challenges. She is a dedicated Mother and enjoys going to church.



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