



26 November 2007

REFERENCE OF WORK PERFORMED: LEKOKO CONSULTING

PROVISION OF HUMAN RESOURCE MANAGEMENT FUNCTION

1. Lekoko Consulting was contracted by Great North Transport to provide a human resource function from 01 June to 30 September 2007.
2. The following activities were carried out satisfactorily, with required documentation produced:
 - GM HR Leadership Guide
 - HR and Operations Management
 - HR Audit Findings
 - HR Communication Plan
 - HR Strategy
 - HR Plan 2007 2009
 - Staff Establishment Monthly Reporting Template
 - Job Description / Profile Template
 - Self Auditing Tool for Human Resource Management
 - HRIS Requirements for MIS Manager
 - Terms of Reference & Advert: Management Competency Assessment
 - Terms of Reference & Advert: Financial Literacy Workshops
 - Template for CVs
3. Lekoko Consulting also sat at periodic EXCO and MANCO meetings and retreats in order to advise, inform, as well as obtain mandates and instructions to carry out HR work. They also provided mentoring / handholding service to the GM HR on daily HRM issues.
4. Although not utilised during the contract period, Lekoko Consulting was also ready to provide the following services on an as-and-when required basis:
 - Business Process Re-engineering
 - Performance Management System and Performance Agreements
 - Workplace Skills Plan (WSP) and Career Pathing
 - Management Succession Plan
 - Company Climate survey

REGISTERED ADDRESS:

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Fax: (015) 291-2648

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CENTRAL REGION:

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Reg No 1970/009472/07

DIRECTORS:

Mr. Z. Nonvete
(Chairman)

Ms. G.T. Leso

Ms. W.N.G. Moleko

Ms. S.M.D. Moothlodi

(Company Secretary)

Tumi Mkwena Incorporated



CARING MAKES THE DIFFERENCE

- Labour Relations Case Management
- Ergonomics studies
- Customer service programme and motivational workshops



M. MUNERI
CEO