



on the Go for Growth

Enquiries: S. MTHOMBENE
014 718 3370

Monday, 21 July 2014

Director: Lekoko Consulting
Mr. P Mkhabela
3A Dunton Road
Rivonia



Dear Sir

REFERENCE LETTER FOR THE DEVELOPMENT OF A HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (HRMD) STRATEGY: LEKOKO CONSULTING

This is to confirm that Lekoko Consulting successfully developed and completed a comprehensive Human Resources Management and Development (HRMD) Strategy for the Municipality during the period April to June 2014.

The following activities were carried out before arriving at the Strategy:

- An overview of the HRMD functional area, assessing the nature and extent of the function against the expectations of the Municipality's mandate, Integrated development Plan (IDP), and the Service Delivery and Budget Implementation Plan (SDBIP)
- Review of the IDP and the identification of strategic challenges for HRMD
- Interviewing of employee unions and all heads of department (executive directors) and the identification of on-going challenges for HRMD
- Facilitation of a strategic workshop attended by senior managers, employee unions, and the HR Division, to discuss and priorities HRMD issues for the action plan
- Drafting of the HRMD Strategy, plus a 3-year Action Plan with detailed programmes and estimated implementation costs to drive the strategic thrusts
- A framework for monitoring progress and recording results of implementation of the Action Plan to drive the HRMD Strategy

The Waterberg District Municipality is very satisfied with the end product, as well as the guidelines to ease implementation long after the conclusion of this project.

For enquiries, please contact the Divisional Manager Human Resource Mr. S. Mthombene @ e-mail smthombene@waterberg.gov.za (014) 718 3370/00 / 083 522 1943.

Kind regards,

M.S. MABOTJA
MUNICIPAL MANAGER



15 September 2016

REFERENCE LETTER**CONDUCTING OF SKILLS AUDIT & MANAGEMENT OF DISCRETIONARY GRANT:
LEKOKO CONSULTING**

This is to confirm that Lekoko Consulting successfully conducted a skills audit for the municipality, and complemented the development of the Workplace Skills Plan (WSP).

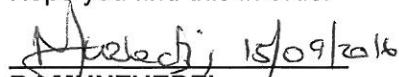
Furthermore, the company applied for discretionary grant for LED year-long certificate course training on behalf of the municipality, and is currently providing and managing that training, covering all local municipalities in the district.

The following activities were, and continued to be carried out:

- Listing of any new skills and competencies in line with the reviews of organisational structures, and new appointments
- Updating of WSP and Personal Development Plans (PDPs) for employees
- Advising management on the use of training needs analysis (TNA) for broader human resource interventions for the municipality
- Exploring other areas that could be funded through discretionary grants, and applying for such with the LGSETA
- Co-ordinating the provision of training with other training providers, where they are procured by the municipality, to ensure training along the WSP takes place.

The Waterberg District Municipality is very satisfied with the end product, as well as the guidelines to ease implementation long after the conclusion of this project.

Hope you find this in order


RJ MUNZHEDZI
HRD OFFICER

28 February 2019

**REFERENCE LETTER FOR THE PROVISION OF LOCAL ECONOMIC DEVELOPMENT
(LED) LEARNERSHIP TO WATERBERG DISTRICT MUNICIPALITY**

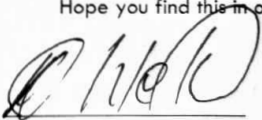
LEKOKO CONSULTING

This is to confirm that Lekoko Consulting successfully provided a year-long learnership on LED for the Municipality during the period November 2016 to October 2017. The list below is what the scope covered:

1. Provided theory education and training in terms of the Learnership Agreement and furthermore complied with the terms and conditions of the Learnership Agreement
2. Recorded, monitored and retained details of theory training provided to the learners
3. Guided the conducting of all off-the-job and on-the-job formative assessments by registered assessors, and took responsibility for all summative assessments
4. Liaison with the LGSETA on all matters regarding the learning
5. Record keeping, including attendance registers for each unit standard, assessment records, progress assessments, work competencies, moderation of various assessments
6. Completed and submitted quarterly reports to the LGSETA via the municipality
7. Drafted work plans for the programme
8. Co-ordinated and monitored portfolio compilation for every learner
9. Uploaded database for National Learner Record Database
10. Met with learners on an individual basis to check progress and assist learners where required
11. Co-ordinated theory training and workplace experience

The Waterberg District Municipality is very satisfied with the end product as requested.

Hope you find this in order


MM MALULEKA
MUNICIPAL MANAGER