



At **HUTECH** we are committed to remain at the forefront of the **Human Capital Industry**. We are constantly in the process of updating our knowledge, skills and expertise in order to accomplish maximum growth as a company.



Hutech
international group

Corporate Profile

The answer is SMART HR

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Western Cape: pietere@hutech.co.za
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1. INTRODUCTION

The Hutech International Group, established in 1998, is successfully managing to provide essential Human Capital & Financial based services to both ends of the business spectrum, using a **uniquely designed business model to establish business partnerships with our client base.**

Based on our Core Values of Integrity and Honesty; Operational Ethics; Respect; and Service Delivery Excellence we are committed to deliver high returns to our stakeholders by providing continuous world-class Professional Human Resource Services on time, in all circumstances, constantly and at an affordable rate.

Quick Facts:

- Established in 1998;
- National Footprint in South Africa;
- Consultants across the spectrum of Human Resources and Technical Subject Specialists;
- Ability to Service across Multi-disciplined Client Bases;
- Award nominee for **Recruiter of the Year** award 5 (five years consecutively);
- Registered on the South African **Central Supplier Database** (MAAA0088827);
- Registered as a **Private Employment Agency / Temporary Employment Service** at the Department of Labour;
- Qualified as one of South Africa's **Top Empowered Organisations** by Top Empowerment Summit & Awards;
- Awarded “**Best HR Outsourcing & Consultancy Firm in Gauteng**” by MEA Markets Magazine
- **Level 2 BBBEE Contributor** with a Procurement Level of 125%.





2. HUTECH INTERNATIONAL GROUP – ONE STOP (INTEGRATED HUMAN CAPITAL & FINANCIAL SERVICES PROVIDER

The complexity and challenges posed by the South African Labour market necessitated Service providers to be able to provide the full spectrum of Human Capital Services within an established business partner relationship.

Hutech International Group expanded across the full spectrum of Human Capital and Financial service portfolio headed by Subject Specialists to ensure excellence and quality service delivery.



- *Recruitment & Selection*
- *Verification Services*
- *Training & Development*
- *HR Outsourcing/Consulting*
- *Industrial Relations*
- *Wellness Programs*
- *Flexible Staffing Solutions*

3. RECRUITMENT & SELECTION

PERMANENT PLACEMENT SERVICES:

The key dynamics of Hutech's Recruitment capability are:

- National footprint;
- Wide spectrum of Specialised Recruitment Consultant's, i.e. Information Technology, Engineering, Financial and Technical;
- Local Recruitment Capability: Locally employed people will not suffer the challenges of incorporating themselves, and being accepted, in culturally different environments.

Hutech's web-enabled recruitment platforms provide access to substantial data base of candidates.

"As a strategic and operational partner, and client, of Hutech International I can unequivocally confirm that Hutech International, and all staff involved, deliver the highest degree of professionalism and integrity in the execution of their services and portrays the highest levels of honesty and transparency."

Jacques de Wet – Chairman, Capital Software (Pty) Ltd



FLEXIBLE STAFFING SOLUTIONS (TEMPORARY)

The combined value offering is an integrate model which provides a fully outsourced of non- core functions or flexible complements in Client structures.

Hutech's track record in the FSS arena dates back over 10 years with Unisa, Airlink and Denel Test Range (The Dunes) as existing Clients.

Full on-site maintenance and proactive contractors' database is maintained to ensure continuity in the supply of contractors when and if required.

Full HR outsource and payroll for 9 years

"Dedication, commitment and compassion for the working force has been demonstrated in all the competencies of Hutech International. Hutech International is always available for support and guidance towards both the Dunes as a client and to the employer. It is a privilege being associated with Hutech International Group"

*- Nico August – General Manager- Denel Overberg Test Range – The Dunes
– Western Cape*

INDUSTRY FOCUS

Hutech with its national footprint and industries prevalent in the provinces resulted in a diverse capability to serve clients various industries.

- *Renewable Energy, Nuclear, Power, Water and Sanitation, Financial, Education, Oil and Gas, Engineering (across all disciplines), Tourism, Information Technology, Mining, Construction, & Manufacturing (across all disciplines)*

SUPPORT SERVICES

A variety of psychometric instruments is used to evaluate an individual's behavior in the work environment with regards to:

- *Ability and competence*
- *Personality*
- *Integrity*





To ensure that you are presented with the best possible candidates Hutech International Group provides a full candidate screening and evaluation process. This includes:

- *Recruitment advertising;*
- *Applicant verification (criminal record, ITC, claimed qualifications, driver's license);*
- *On-Line Assessment Platform.*

Our assessment and evaluation services (online, computerized) are customized to our client's need i.e. recruitment and selection, talent matching, succession planning, development planning, training analysis, graduate program's and career guidance. Our ability to tailor and package tools and techniques on all levels ensures return on investment for individual and organization.

HR OUTSOURCING AND PAYROLL FOR 15 YEARS

“Without Hutech International the Chamber administration would have been burdened with payroll administration that could have cost the chamber at least another, otherwise unnecessary, staff member.

We have been very pleased with the service delivery of Hutech International and its user-friendly staff.”

*Ambassador (retd) Roger
Ballard-Tremeer
Hon CEO South Africa – Anglo*





4. HR OUTSOURCING & CONSULTING OFFERING

Not all companies are not equipped, nor have the resources, to satisfy the complex Human Resource requirements that the law stipulates. Traditional outsourcing of these services has also proved too expensive for small companies battling their cash-flow challenges.

If you are looking for an affordable, end-to-end Human Resource solution, [Hutech International Group](#) has the answer.

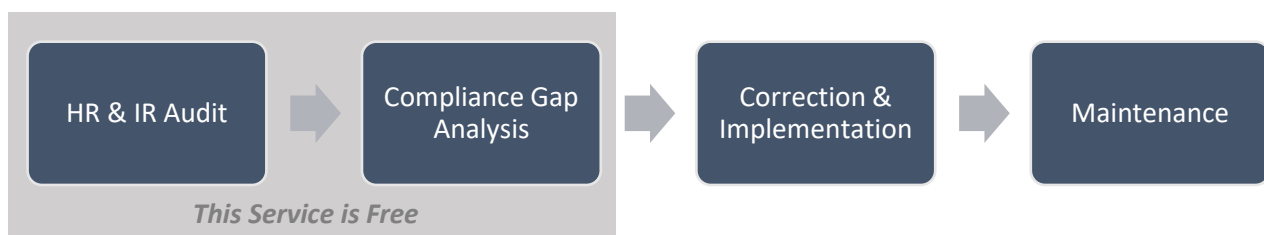
Complying with all the necessary Human resource legislation is a major problem. To manage this in-house requires people, money, and knowledge. The traditional answer to address the demand for human resource compliance is to outsource the service; this also proves a financial burden if it can be accommodated at all.

OUR HUMAN RESOURCE OUTSOURCING OFFERING

How can we satisfy a client's need for fully compliant HR services when others can't?

The answer is in shared resources. It is apparent that whilst a client needs the assistance of professional HR practitioners, they don't need them full time. The [Hutech International Group](#) can therefore offer their professional services at an affordable rate.

The Development Model:



The client obtains the services of a **graduate HR professional** with the advantage of subject matter experts, as and when required.





As a client, you have access to specialists in (when and if required):

- *Human Resources*
- *Industrial Relations*
- *Legal and Financial Experts*
- *Organizational & Change Management*
- *Training and Development*
- *Performance Management*

Hutech introduced a virtual Human Capital and Financial Services portal in support of our HR Outsourcing value offering.

Portal Link: www.hrfinwallet.co.za

Our HR Service Offerings are based on an ONLINE HRFIN AUDIT which allows a FREE ASSESSMENT of your Company's Existing HR Practices, HR Statutory Compliance, and other HR Related Services.

Human Capital Consulting Services

- *Human Resources Planning*
- *Recruitment (including Value Added Services)*
- *Policies & Procedures*
- *Performance Management*
- *Industrial / Employee Relations*
- *Job Evaluation*
- *Organizational & Change Management*
- *Disciplinary Hearings, CCMA and Labour Court Cases*
- *Compensation Management*
- *Training & Development*
- *Coaching & Counselling*
- *Mentorship*

Human Capital Statutory Compliance:

- *Permanent & Fixed Term Contracts of Employment*
- *Employment Equity*
- *Skills Development*
- *COIDA (Compensation of Occupational Injuries & Diseases)*
- *Occupational Health & Safety*
- *Covid-19*

Once you have completed the **FREE ONLINE AUDIT**, Hutech will meet with you to provide and discuss the **COMPLIANCE GAP ANALYSIS**. If any corrective action is required and your Company decides to address that, we will be delighted to meet and discuss this with your management and will propose and formulate in consultation with them, corrective action, implementation and maintenance plans to ensure the most appropriate and cost-effective ways of addressing the shortcomings in accordance within an agreed time schedule that is acceptable for your Company.





Hutech is fully aware that Compliance with all the necessary Human Resource needs and legislation is a major challenge. To manage this in-house requires people, money, and knowledge which is not always available, especially in smaller Companies.

In this instance Hutech can satisfy a client's needs for fully compliant HR services in the following manner:

Experience has indicated that the answer is in shared resources. It is apparent that whilst clients need the assistance of Professional HR Practitioners, not all of them need this on a full-time basis.

The Hutech International Group can therefore offer their professional services at a very affordable rate by providing your Company with the services of a full-time graduate HR Professional with the advantage of Hutech subject matter experts to assist the Graduate if and when required.

Our HR Outsourcing & Consulting Team:

- *Karin Oosthuysen – SABPP Registration*
- *Janine Venter – SABPP Registration*
- *Jeanne Olivier – HPCSA Registration as a Clinical Psychologist*
- *Dr Kulu Ferreira – D Tech (HR Management)*
- *Fanie Strydom – SABPP Registration | Registered Assessor with ETCP Seta | Registered Assessor with Construction SETA (CETA)*





5. FINANCIAL SERVICES – CAPITAL SOFTWARE



The service structure is rounded off with a fully fledged Financial and Payroll Services provided by Capital Software - our Financial Services Partner.

Said services are:

PROFIT PAYROLL MODULE:

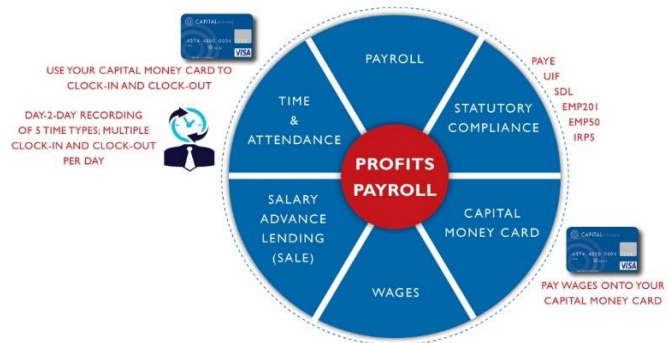
Profit Payroll services include inter alia the following:

- Employee record keeping and processing
- Transfer of salaries / wages via EFT
- Statutory payments e.g. PAYE, UIF & SDL
- Bi-annual submission of EMP501 reports
- Processing of payroll data
- Electronic delivery of pay slips
- Monthly submission of EMP201 reports
- Annual IRP5 reports

Third party creditor payments (e.g. Medical, Pension, Insurance, Loans, Unions subscriptions, Emolument Attachment Orders (“Garnishees) etc.; and Integration with multiple financial institutions.

Services Diagram:

- Electronic delivery of monthly management report (e.g. earnings and pay reports, etc.)



PRODUCTS AND SERVICES:

Capital Software provides the following services:

- Statutory and Regulatory Compliance;
- CIPC & SARS Registration; and
- Accounting Services:





TIME2PAY PAYROLL:

Time2Pay was designed to address the following operational challenges:

- Safeguarding the Employer by eliminating cash payments;
- Upliftment of Employees and making them bankable; and
- Audit trail of wages and salary payments.



Time2Pay integrates payroll, time and attendance and pre-paid cards in a total value offering.

6. THE HUTECH INTERNATIONAL COLLEGE (PTY) LTD

Our Training College underpins all the services we provide:



As an **extension** of our **partnership** approach, we will provide you with **tailor-made** training solutions developed around **your** needs. We understand that training services must provide meaningful employee development that should ultimately **grow** your bottom line with a measurable **ROI**.

(Please review our training college profile for further information.)

Life and Career Coaching:

Finding the solution to your problems and remove blockages in your life through neuroscience coaching.
The answer is in your question!

Giving clear directions in choosing the right career path /degree, technical qualifications through brain profiling. Facilitating workshops on implementing principles on stress managements, boundaries setting and reaching your full potential in life.

Our Training Team:

- Les Wiggill
- Estee van der Merwe
- Jan Smit





7. SOCIAL DEVELOPMENT AND ENTERPRISE INITIATIVES

The following on-going projects initiated by Hutech International Group are:

- Belegile Holdings; and
- Project Lite's

BELEGILE HOLDINGS (PTY) LTD:

Hutech International Group initiated an enterprise development drive Belegile Holdings (Pty) Ltd that is currently driven by a three-tier principle, namely:



- Establish diverse wholly female service entities under the Belegile umbrella;
- Said entities to be supported and empowered by existing entities with a proven track record; and
- To extend this to wholly South African female SMME's in diverse service portfolios on a national basis and extending into Africa.

Belegile Holdings is an umbrella Consultancy firm currently Gauteng based and will be expanding at a national level and into Africa.

PROJECT LITE'S:

The purpose of Project Lite's is to create a sustainable business base for SMME's and Entrepreneurs empowering them within the Human Capital, Financial, Health & Wellness arena supported by Subject Specialist.

- 1) **Phase 1 – Analysis and Assessment**
 - Analysis of local industries and Clients with integrated requirements & needs analysis and resultant buy-in of the initiative.
- 2) **Phase 2 – Product and Service Training**
 - In-depth training & orientation of a variety of services and products in the & embedded coaching and mentorship program.
- 3) **Phase 3 – Business Development & Monitoring Mechanisms**
 - Product to Market operational plan subject to outcome as per Phase 1
 - Execution of Marketing Plan; and
 - Monthly engagement with stakeholders & SMME.

LEVERAGE
IMPLEMENT
TREASURE
EMPOWER
SUSTAIN

2 U2IVIN





8. OUR MANAGEMENT

Mveni Donald Elliot Hlatshwayo – Chairman ([Hutech International Group](#))

Basil Muller – Chief Executive Officer ([Gauteng](#))

Liesl Lotter – Group Recruitment Manager ([Gauteng](#))

Debra Aukett – Group Financial Manager ([Eastern Cape](#))

Delene van der Merwe – Provincial Coordinator ([KwaZulu-Natal](#))

Carla Potgieter – Provincial Coordinator ([Mpumalanga & Limpopo](#))

Kulu Ferreira – Provincial Coordinator ([Central Region & Northern Cape](#))

Pieter Engelbrecht – Provincial Coordinator ([Western Cape](#))

9. HEAD OFFICE (PRETORIA, GAUTENG)

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Physical Address: 492 Dawn Street, Lynnwood, Pretoria, Gauteng, 0081

Mveni Donald Elliot Hlatshwayo (don@hutech.co.za)

Liesl Lotter (liesl@hutech.co.za)

10. PROVINCIAL OFFICES

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WESTERN CAPE

Pieter Engelbrecht (pietere@hutech.co.za)

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Statutory compliance is one of the key components to our success and forms a critical business dimension of the Group. Certified copies can be requested by contacting our Head Office in Pretoria.





11. COMPANY REGISTRATION DETAILS

Hutech International Group (Pty) Ltd - Reg. Nr: 2006/008582/07 | Vat Reg. Nr: 4440231605

Hutech International College - Reg. Nr: 2013/061922/07

Belegile Holdings (Pty) Ltd - Reg. Nr: 2014/253412/07

POPIA Disclaimer:

By making use of our services, the client/candidate agrees to:

- *The processing of the candidate's personal information and sharing it with third parties for verifications.*
- *The exercising of the candidate's rights provided for by POPIA.*
- *To acknowledge that the client will keep the record of the candidate's personal information confidential.*

