



SITAH

HOLDINGS

Growing Businesses Through Strategic Capacity Building, Management & HR Advisory



WHO WE ARE

We are a business advisory firm, delivering customized solutions that align perfectly with your business goals.



OUR VISION

To be the leading industry advisor, locally & globally in the provision of tailored, effective, professional business advisory and human capital solutions.



OUR MISSION

Dedication to support and develop individuals as well as businesses for optimized performance.



OUR VALUES AND PRINCIPLES

We set our values to reflect our dedication to making a difference for our clients plus commitment to creating sustainable value for our stakeholders.



OUR VALUES AND PRINCIPLES

CUSTOMER EXCELLENCE

01

We regard it a privilege to serve our customers and we are dedicated to meeting and exceeding their expectations through the commitment we make.

QUALITY & PROFESSIONALISM

02

We show pride, passion, diligence, demonstrate the highest levels of professionalism and quality through our commitment in everything we do.

PEOPLE VALUE

03

A workplace where opportunity, openness, enthusiasm, diversity, teamwork, accountability and purpose combine to provide a rewarding professional experience.

INNOVATION VALUES

04

Entrepreneurial excellence by implementation of new & emerging technologies.

OUR SOLUTIONS

- ❖ **Outsourced labour management**
- ❖ **Competency development & training programs**
- ❖ **Job evaluation**
- ❖ **Recruitment & headhunting**
- ❖ **Culture & leadership diagnostics**
- ❖ **HR Audit**
- ❖ **HR Advisory**
- ❖ **Performance management**
- ❖ **Team building**
- ❖ **Organizational design**
- ❖ **Outplacement**
- ❖ **Employee survey**
- ❖ **HR Manual development**
- ❖ **Payroll Management**



1. HR AUDIT

We offer comprehensive HR audit services designed to help businesses ensure their human resource practices are current and compliant with the employment law.



2. HR ADVISORY

We offer HR advisory aimed at aligning HR strategies with business goals to drive growth and efficiency.



3. OUTSOURCED LABOUR MANAGEMENT

- Sitaha's Business Process Outsourcing relieves you of the pressure of dealing with expanding payrolls, staff benefits, industrial and government regulations. Dealing with staff is not only involving but also resource intensive.
- Compliance with labor laws, sector specific regulations is complex and a legal minefield that has dire consequences. Sitaha offers the simplicity of an end-to-end service covering:
 - ❖ Recruitment
 - ❖ Staff Onboarding
 - ❖ Time and attendance management
 - ❖ Payroll Management
 - ❖ Disciplinary Case Handling
 - ❖ Performance Management
 - ❖ Training



4. COMPETENCY DEVELOPMENT & TRAINING PROGRAMS

We offer competency development and training services aimed at enhancing skills, boost productivity, improve job performance, and foster personal and professional growth among employees



- Evaluation**
- OUTSTANDING
 - Excellent
 - Very Good
 - Average
 - Below Average

5. JOB EVALUATION

- Job Evaluation is a key human resources process that immensely contributes towards organizational growth and development.
- There are two often cited principles of compensation namely; equal pay for equal work and more pay for more important work. Both principles imply that organizations pay employees for what they do – their jobs. Establishing whether jobs are equal or unequal and by how much, requires the development of a hierarchy of jobs by the organization. This is the task of job evaluation.
- Job evaluation establishes a logical hierarchy of jobs to which a fair and equitable pay structure can be attached. The purpose of Job Evaluation is to achieve and maintain a logical distribution of jobs across the organisation, without regard for personalities or existing structures, by determining (as systematically & objectively as possible) the worth of one job relative to another.
- By using job evaluation process, your organization will be able to assess the relative content, value of jobs, determine equitable, understandable and competitive compensation.



6. RECRUITMENT & HEADHUNTING

- Manpower planning, recruitment and retention are critical business considerations that contribute directly to an organization's ability to build a skilled workforce and achieve its goals.
- Our tailored range of corporate recruitment services will help in identifying your manpower requirements whilst considering the nature of your business, working practices, systems, processes and industry norms.
- We offer professional recruitment services for employers seeking a variety of recruitment services including search and selection, Executive Search, Advertised Search, Executive Contracting, Internal consulting services and benchmarking talent.
- We provide hands on support from developing detailed job descriptions, to designing, implementing robust recruitment and selection tools.
- **Head Hunting** - Our headhunting service benefits management and executive-level candidates looking for their ideal career opportunities as well as Employers using an effective and innovative solution for middle management as well as expert-level direct searches. We take care of our headhunting assignments safely, quickly and cost-effectively.



7. CULTURE & LEADERSHIP DIAGNOSTICS

- Culture & Leadership Diagnostics are based on organizational culture survey, Leadership Potential Reports and 360 degrees survey.
- Sitaha Holdings has partnered with Experts and associates that are experts in this area who have developed excellent organizational culture and leadership surveys, with proven capabilities in helping organizations measure, monitor and enhance their organizational and leadership effectiveness.

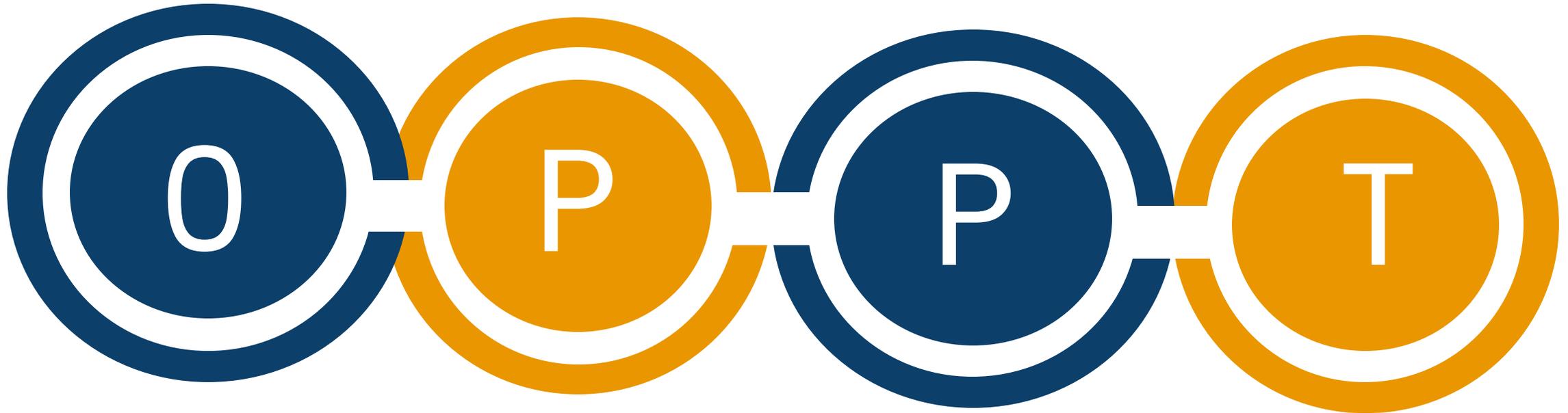


8. PERFORMANCE MANAGEMENT

- Performance management lets you evaluate your employees, as individuals and as part of a group.
- We will help you make decisions to run your business, provide leadership, review results diagnose problems, set goals and expectations.
- We begin by developing a thorough understanding of enterprise direction its vision and strategy, scorecard dimensions, and key performance indicators.
- A well established performance management program provides the foundation necessary for you to achieve your vision and strategy.

CONTINUOUS WORK REDESIGN PROGRAM TO IMPROVE OPERATING EFFICIENCY

The Questions we should keep asking regarding our operating efficiency.



ORGANISATION

Is the structure and operating model of our organisation efficient?

PROCESSES

What is the impact of wasteful tasks on our efficiency?

PEOPLE

Is the distribution of tasks properly spread across the organisation?

TECHNOLOGY

Can we use technology to help improve our processes and overall productivity?



9. TEAM BUILDING

- Our main purpose of team building is to create a strong bonds and connections. Creating these bonds through team building is very beneficial to businesses and organizations.

WHY PARTNER WITH SITAHA?

ROBUST PROCESSES

- Quality and time efficient processes to deliver consistently.
- Systematic approach to projects, offers our clients the much needed peace of mind.

STAKEHOLDER MANAGEMENT

- Connect all stakeholders for effective collaboration.

WHY
US?

QUICK & RELEVANT RESPONSE

- We commit ourselves to respond within 24 hours.
- We take time to process the mandate for more effective collaboration and meaningful discussion.

STRONG TEAM OF PROFESSIONALS

- Committed, dynamic & enthusiastic professionals who are backed up by requisite qualifications and experience.

INDUSTRY ADVISORY

- ❖ IT
- ❖ Manufacturing
- ❖ Hospitality & Travel
- ❖ Financial Service
- ❖ Telecom
- ❖ MSME's, SME's NGO's
- ❖ Auto/ Auto Ancillary
- ❖ FMCG, Consumer Durables
- ❖ Transport
- ❖ Consumer Electronics

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