



# Company Profile

Workplace Solutions (PTY) Ltd Lesotho



[www.work.co.ls](http://www.work.co.ls)

+266 2232 5020 / +266 6200 4020 - [info@workplacesolutions.co.ls](mailto:info@workplacesolutions.co.ls) — 14A Princess Margaret Road OI



# Services

- \* Temporary Employment Services (TES)
- \* Recruitment
- \* Psychometric Assessments
- \* POSH—Prevention of Sexual Harassment in the workplace
- \* Human Resources Consulting
- \* Empowerment Series



# Why are we?



Workplace Solutions (Pty) LTD is a Lesotho based company owned 100% by Basotho Women.

Our mission is to create a harmonious and productive relationship between employer and employee, and to create a smooth transition between our clients and our candidate. The first is achieved through promoting a fair and consistent management of the relations between our clients and their teams.

The second is by understanding the needs of the clients as well as our candidate and together establish a good fit between the two parties.

## Values

We value our Clients, and we are our clients.

We value Mindfulness

We value Integrity

We value Honesty

We value Simplicity

We value Professionalism

We value and support new small youth businesses

*Workplace Solutions is primarily a Recruitment and Temporary Employment Service Provider. We are a member of APSO (African Professional Staffing Organisations) and REC (Recruitment and Employment Confederation) and we adhere to the codes of Ethics set therein and we subscribe to the ILO Convention C181 of 1997 for Private Employment Agencies.*

*In an effort to provide exceptional service to clients, WPS, in addition to its full time consultants, contracts consultants with specific expert knowledge of any subject matter. Furthermore WPS has interdependent relations with other service providers, ensuring that the client will get the best service at all times.*



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## Contact Us

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Mobile No. + 266 6200 4020 (Mpuku)

Please be free to call on us at any time for any services. We are available to you at your office or ours at any time convenient for you.

We are also available online for meeting on all popular forums—Skype, Zoom and Teams—as well as any other client preferred.

So wherever you are in the world, we are readily available to you



# Clients



Among the Senior Positions which Workplace Solutions has placed the following organisations are highlighted:

Other clients worth noting include:

- ◆ PSI Lesotho
- ◆ Safmarine
- ◆ Engen
- ◆ CTM
- ◆ PWC
- ◆ Lesotho Highland Development Authority
- ◆ Lesotho Highland Water Commission
- ◆ Puma Energy

## TES Client Sectors

Mining  
Petroleum  
NGO Health  
Transport  
International Finance  
Communications

## Other Clients of Note

- ◆ PSI Lesotho
- ◆ Safmarine
- ◆ Engen
- ◆ CTM
- ◆ PWC
- ◆ Lesotho Highland Development Authority
- ◆ Lesotho Highland Water Commission
- ◆ Puma Energy

## Executive and Senior Management Placements

- ◆ Lesotho National Development Corporation
- ◆ Lesotho Sports and Recreation Commission
- ◆ Aids Healthcare Foundation
- ◆ National Aids Commission
- ◆ Alliance Insurance Company
- ◆ Centre for Accounting Studies
- ◆ Independent Electoral Commission
- ◆ Habitat for Humanity
- ◆ Solidarmed





# Internship Programme

As part of its founding mandate WPS has established programmes that allow for the empowerment of Basotho in different ways.

## Internship Program

The Internship Program brings together recent graduates and potential employers for a period of six months. During this period the employer has an opportunity to discover what the new trends in the education system are in their discipline, and to groom future potential employees or players in the field.

This also contributes to the companies social responsibility portfolio. The company may choose to give the interns an allowance during this time to meet their transport and food needs. However this is not mandatory for participation in the program.

Workplace Solutions also has an in-house internship policy. Every two years a graduate in our industry joins the team to learn about their career, and the Workplace.

Would you like to play a role in the development of a young adult?

Let us grow our youth and through them, our society

Call +266 22325020

Email [info@workplacesolutions.co.ls](mailto:info@workplacesolutions.co.ls)





# Temporary Employment Services

When you need to supplement your team for a short period

When you have a large team and want to handover the management of a portion of the team

Your company needs our services

At Workplace Solutions we maintain a database of details of people who need employment from all career levels; sectors and professions. These include Accounts; Administration; Marketing; Sales; Technicians etc.

From these we will find your temporary staff.

They can be *our employees working for you*

Your responsibility is telling us what you need.

Call +266 2232 5020

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# Recruitments

If you have a position to fill, but

You have a lot of work

You need impartiality

Recruitment is not your strength

You do not want the hassle of advertising, screening vetting testing

If it is your recruitment policy

You can outsource your recruitment process to us, we have the Solutions for you.

We will do all of the recruitment activities for you. Or just the ones you want us to do. We will

Review your job description

Advertise for the position

Shortlist

Vet

Administer psychometric Assessments

Prepare for your final Interviews

And even write a report should you need one.

We can also just focus on candidate resourcing

What do you need us to do? We are waiting for your call



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# Psychometric Assessments



Predominantly used in the recruitment process, psychometric Assessments can be used for many other activities.

Recruitment

Team Building

Performance Management

Employee Engagement

Succession Planning

Training and Development

And even Exit Management

Psychometric assessments help you manage the productivity of your team. They are a quick tool that help employers make informed decisions on recruitment and development planning of employees.

We have the full repertoire of Thomas International™ Assessment tools at our disposal to make life easier for you.

Let us discuss how we can do this together.

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# POSH

Prevention of Sexual Harassment in the Workplace

Do you *suspect* there is sexual harassment in your organisation?

Are you *sure* your people all know what sexual harassment really is?

Is sexual harassment being reported in your organisation? If not is it because

- ↓ It is not happening?
- ↓ People are not sure it is happening?
- ↓ People are afraid of reprisal
- ↓ They don't trust that the matter will be handled discretely?
- ↓ They are comfortable with the status quo.

If your response is yes to any of these, we need to have a conversation to tackle this matter sooner than later. A yes to any of the above has an impact on productivity and the bottom line.

Please call us in to discuss options on awareness; procedures and support.

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Email [info@workplacesolutions.co.ls](mailto:info@workplacesolutions.co.ls)



# Human Resource Consulting



We have been in full operation since 2012. During this time we have helped companies with some of their Human Resources Management needs.

With access to a network of specialist HR consultants, both in Lesotho and outside, we are able to give many of our clients assistance. Our network continues to grow as we are exposed to more need for specialisation.

We are able assist with

Human Resources Policy Development

Employee Engagement (assessment and recommendations)

Rewards Management

HR Support Services

Job Evaluations

Employee Wellness

Labour Relations

Exit Management

This is not the full extent of services we can provide.

What are your needs. If we cannot help you, we know someone who will.

Let us discuss your HR challenges, and find solutions for you.

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# Empowerment Offerings

As part of its founding mandate WPS has a responsibility for the empowerment of Basotho in different ways.

We offer training and activities that helps people advance and thrive in their careers and workplaces. Among the services offered by Workplace Solutions in its empowerment offering are

-  Basic Labour Relations
-  Sexual Harassment Awareness Training
-  Conflict Resolution
-  Decision making
-  Report writing skills
  
-  Staff motivation
-  Business etiquette
-  Emotional Intelligence (Managing Emotions in the Workplace)
-  Time management
-  Effective Business Communication
-  Personal integrity

These may occasionally be offered as a public offering, but may be customised to cater for client needs

We also have affiliations with service providers who offer accredited training in various courses, both in Lesotho and South Africa.





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#### Mpuku Mota

Number of Years in HR: 22

Predominant Area in Client Services

Recruitment (High Volume; Management; Executive)

TES Management

Candidate Resourcing

Labour Relations

POSH Training and Support – (Prevention of Sexual Harassment)

“I love people, I love happy and productive people. If the right people are in the right organisation, doing a job they can excel at, and if you, our Client, are happy - Sweetness”

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#### Lerato Sekoati - Kabi

Number of Years in HR: 10

Predominant Area in Client Services

Recruitment (High Volume; Management; Executive)

Psychometric Assessment Administration

Employee Engagement

Handbooks and Policy Manuals

Payroll and Benefits Administration

“A naturally analytic and detail oriented individual—my aim is to always deliver client centric services that have enduring positive outcomes ”

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#### Mamphonyane Mpitso

Number of Years in HR: 21

Predominant Area in Client Services

Recruitment (High Volume; Construction Speciality)

Labour Relations

Health and Safety

Training and Development

Human Resources Audit

Human Resource Policy Development

Remuneration and Benefits (Rewards)

Work-Life Balance

Performance Management

“I am committed to creating a stable work environment with equal opportunities for learning and personal growth thus, take care of the employees and they will take care of business with minimal supervision. -Harmony”

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#### Mamolise Phakisi

Number of Years in HR: 32

Predominant Area in Client Services

Organisational Recruitment

Labour Relations

Rewards Management

Performance Management

Talent Management and Retention Strategies

HR Policies and Strategies

Organisational Development

“Employee to organisation match is essential for achievement of objectives of the organisation. I am passionate about having the right people in the right jobs”

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