



Our Mission

To empower our clients by fostering productive, compliant, and people-focused work environments. We are committed to delivering professional Human Resource services that support organizational goals while nurturing a culture of fairness, accountability, trust, and mutual respect. Our mission is to simplify legal compliance and enable clients to navigate HR complexities with confidence and clarity.

Our Vision

To be a trusted leader in Human Resources consulting by delivering transformative, compliant, and best-practice-driven HR solutions that help our clients unlock their full potential and achieve sustainable growth.

Business Overview

At Zion HR Consultants, we go beyond traditional service delivery. We pride ourselves on a client-centric approach that emphasizes continuous improvement, operational efficiency, and open communication. We listen closely to our clients and their operating environments—ensuring each intervention is strategic, customized, and impactful.

We specialize in both legislative compliance and strategic HR consulting, offering tailored solutions in:

- Recruitment & Selection
- Skills Development Facilitation
- Training & Development
- Performance Management
- Employment Equity Consulting
- Broad - Based Black Economic Empowerment Support
- HR & IR Services
- Payroll Services
- Learnership and Internship
- Mentorship and Coaching
- Change Management

Skills Development Facilitation

Zion HR Consultants supports organisations in planning, implementing, and reporting on their training and development initiatives in line with the Skills Development Act and SETA (Sector Education and Training Authority) requirements.

Under South African legislation, businesses with an annual payroll exceeding R500,000 are required to register for and contribute to the Skills Development Levy (SDL). This levy aims to fund the upskilling of the national workforce and improve employee employability and productivity.

We ensure that our clients not only comply with legal requirements but also unlock the financial and developmental benefits available through SETA grants and discretionary funding. Our Skills Development Facilitation services include:

- Conduct an analysis of your company's training requirements, identifying internal Skills Development needs;
- Training needs analysis and skills audits
- Ensure that your company is registered with the correct SETA. SETA registration and compliance
- Compile and submit the Workplace Skills Plan (WSP), Annual Training Report (ATR), and Pivotal Report
- Advisory on discretionary grant opportunities
- Consultation on the implementation of the Workplace Skills Plan and assist with the implementation of a training committee; and
- Identify and advise on all areas of concern to ensure your company complies with the current legislation.
- Full SETA engagement and reporting by the 30 April deadline annually

Training & Development

Zion HR consultants has been accredited with the Services Seta (**Accreditation No: 14210**) on the following unit standards:

a) Unit Std Id: 114226 - Interpret and manage conflicts within the workplace

- NQF Level: 05
- Credits: 8

Workplace Application Days 7 Days	
Contact / Facilitation Days	2 Days
Practical (70%)	6 Days
Assessments (30%)	1 Days

b) Unit Std Id: 252035 - Select and coach first line managers

- NQF Level: 05
- Credits: 8

Workplace Application Days 7 Days	
Contact / Facilitation Days	2 Days
Practical (75%)	6 Days
Assessments (25%)	1 Days

c) Unit Std Id: 11286- Institute disciplinary action

- NQF Level: 05



- Credits: 8

Workplace Application Days 7 Days	
Contact / Facilitation Days	3 Days
Practical (75%)	5 Days
Assessments (25%)	2 Days

Performance Management

Performance management is a strategic and collaborative process where managers and employees work together to plan, monitor, and review job performance in alignment with organisational goals. It goes beyond the traditional annual appraisal—focusing instead on continuous improvement, clear objectives, and real-time feedback.

At Zion HR Consultants, we promote a performance culture built on fairness, consistency, and growth. Our approach empowers organisations to realise the full potential of their workforce while supporting individual career development. We help organizations implement performance management systems that drive accountability and growth. Our services cover:

- Framework and process design (Plan, Monitor, Review)
- Development of performance assessment tools and scorecards
- Introduction of 360-degree feedback
- Performance coaching and continuous feedback models
- Performance Improvement Plans (PIP) where required

We understand that performance concerns can arise through both formal and informal processes. Our goal is to support improvement before disciplinary action becomes necessary—ensuring every employee is given a fair opportunity to succeed.

Employment Equity Consulting

Zion HR Consultants provides comprehensive support to organisations in meeting their **Employment Equity (EE)** compliance obligations. Our services are designed to help employers align with both the letter and spirit of the **Employment Equity Act**, which promotes fair treatment in the workplace and serves as a framework for the implementation of **Affirmative Action**.

We work closely with employers and stakeholders to ensure full EE compliance—not just for submission purposes, but as a strategic tool for transformation and inclusive growth. Our approach includes end-to-end operational support and practical implementation assistance. Zion HR Consultants provides end-to-end EE compliance support:

- EE audits and gap analysis
- Committee establishment and training
- Development and implementation of EE Plans
- Support with reporting to the Department of Labour



- Tracking and advisory for transformation progress
- Communication strategies and internal awareness

Broad – Based Black Economic Empowerment Support

At Zion HR Consultants, we provide expert guidance to help you prepare for your B-BBEE certification with confidence and ease. Our role is to ensure that your business is strategically aligned with B-BBEE requirements, enabling you to improve your scorecard and unlock access to new business opportunities.

We work in partnership with a select group of reputable verification agencies, ensuring a smooth and transparent verification process from start to finish. Our team will guide you through each step, helping you interpret scorecard requirements, compile documentation, and align your transformation strategy with long-term business goals.

Our B-BBEE consulting ensures you are audit-ready and strategically aligned:

- B-BBEE readiness assessment
- File preparation and compliance support
- Strategic planning for scorecard improvement
- Referral and coordination with trusted verification agencies
- Alignment with long-term empowerment goals

HR & IR Services

In many medium-sized businesses, appointing a full-time Human Resource Officer may not be feasible due to budget constraints or structural limitations. As a result, HR and Industrial Relations responsibilities are often assigned to already stretched business owners, managers, or finance staff—posing risks to compliance and operational effectiveness.

Zion HR Consultants offers flexible, outsourced HR and IR consulting services designed to alleviate this burden and ensure your business meets all regulatory and people-management obligations. Whether on a monthly retainer or project-by-project basis, we provide expert support tailored to your operational needs.

With South Africa's evolving labour landscape, we help you navigate complex employment legislation, resolve workforce issues proactively, and create a compliant and sustainable HR foundation.

We offer outsourced HR and IR services for businesses seeking expert support without the overhead:

- Labour law compliance
- Disciplinary processes and grievance resolution
- Employment contracts and policies
- Job profiling and KPI development
- Organisational restructuring
- HR audits and reporting



Payroll Services

Payroll is a critical function in every organisation—one that goes beyond salary disbursement. It encompasses compliance with legislation, accurate recordkeeping, and timely employee compensation. Managing payroll manually can be complex, time-consuming, and prone to costly errors.

Reliable and accurate payroll not only safeguards an organisation's compliance with labour and tax regulations but also reinforces employee trust and morale. Delays or inaccuracies in payroll can undermine confidence in the company's financial stability, negatively impact performance, and lead to disengagement.

At **Zion HR Consultants**, we understand the strategic importance of a well-managed payroll system. We offer end-to-end payroll administration services tailored to your operational needs, ensuring precision, confidentiality, and compliance at every stage.

Reliable and compliant payroll solutions that promote trust and efficiency:

- Monthly payslips and statutory submissions (PAYE, UIF, SDL)
- Employee leave tracking
- SARS returns and UIF documentation (UI19)
- Payroll audits and reconciliation
- Monthly payroll reporting

Recruitment & Selection Consultancy

Hiring the right person is one of the most critical success factors for any organisation. An effective recruitment and selection process not only ensures the best fit between candidate and role but also reduces employee turnover and enhances organisational performance. Through structured interviews, assessments, and background checks, businesses can secure reliable, capable individuals who align with company goals and contribute to service excellence.

At **Zion HR Consultants**, we provide expert recruitment services tailored to your specific needs. Our team of recruitment specialists offers end-to-end support—from job advertisement and CV screening to candidate interviews and placement—using proven, competency-based selection methods. We are committed to identifying top-tier talent that matches your role requirements and organisational culture.

We identify and place candidates that match your culture and job requirements:

- End-to-end recruitment support
- Advertising and CV screening
- ITC, criminal, and qualification checks
- Competency-based interviewing
- Assessment coordination and placement reporting



Learnership & Internship Programmes

A **Learnership** is a structured work-based learning programme that combines theoretical instruction with practical workplace experience, and leads to a qualification registered on the **National Qualifications Framework (NQF)** and accredited by the **South African Qualifications Authority (SAQA)**. Learnerships are designed to develop skills that are aligned with industry needs while empowering learners to gain nationally recognized qualifications.

An **Internship**, by contrast, is targeted at graduates from universities and TVET colleges, providing them with the opportunity to apply their academic knowledge in a real-world working environment. Internship programmes typically span **8 to 12 months**, during which participants receive hands-on training and mentorship to enhance their readiness for permanent employment and career advancement.

Both programmes are powerful tools for talent development, transformation, and skills pipeline building within organisations.

The benefits of organisation in doing these Programmes include:

- Become competitive in the global market;
- Build a pool of skilled, qualified & more professional workforce;
- Develop their people to world-class standards.
- Improve Organisational performance through improving employee's relevant skills

We support the implementation of skills development initiatives that build future-ready talent:

- SETA grant applications and LOI submissions
- SLA and training provider coordination
- Learner onboarding and contract management
- Monitoring, evaluation, and SETA reporting
- Compliance with NQF and SAQA standards

Mentoring and Coaching

At Zion HR Consultants, we believe that mentoring and coaching are among the most effective strategies for developing individuals, teams, departments, and entire organisations. Our approach is grounded in the belief that growth is best achieved through shared experience, continuous learning, and intentional development.

We support organisations in cultivating a mentoring culture that encourages experienced staff to transfer knowledge, skills, and insight to emerging talent. This accelerates professional growth, strengthens internal capacity, and builds a sustainable talent pipeline.

Our mentoring and coaching programmes are particularly impactful for employees who have recently completed formal training, helping them integrate their new knowledge into workplace performance. These programmes are tailored to support leadership development, succession planning, and long-term workforce transformation.

We design mentoring and coaching programmes that accelerate employee development:

- Structured mentor-mentee frameworks
- Coaching plans tailored to role and performance goals
- Integration with performance reviews and career pathing
- Post-training support and skill transfer monitoring
- Leadership pipeline

Change Management

The purpose of the change management strategy is to provide clients with practical tools and actionable guidelines to effectively design and implement change initiatives that support the achievement of their organisational goals and objectives

The goal of our change management strategy is to deliver solutions that empower your workforce to actively contribute to organisational success and drive meaningful, sustainable impact across the business.

We help organizations embrace transformation and align people with strategy:

- Change readiness assessments
- Communication and stakeholder engagement planning
- Culture alignment and change leadership development
- HR policy alignment with new initiatives
- Use of HR tech for data-driven decision-making