

PEOPLE



Agency



YOUR RECRUITMENT
PARTNER OF CHOICE

www.peoplefoco.co.ke



WHO WE ARE

People Foco is a Private owned organization whose concentration is assisting SMEs in managing their human resource needs. We believe in having the right person placed in the right job, in the right environment and with the knowledge of what is expected from them.

INTERNATIONAL RECRUITMENT

People Foco is licenced by the National Employment Authority (REF/NEA/FESLE/5/903) for the recruitment of Kentyan nationals overseas and local employment.

IPTER

People Foco Agency is member of IPTER (International Partner Team of Executive Recruiters) with IPTER, we have partnered with in country recruitment experts in over 50 countries to help our clients in managing their business challenges.

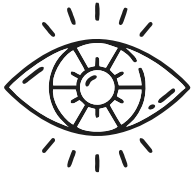


Global
Manpower Provider





OUR PHILOSOPHY



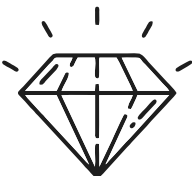
OUR VISION

- ▶ To be the preferred HR Service Provider for SME's enabling them to focus on their core focus.
- ▶ To ensure that the right candidate is placed in the right job anywhere across the globe.



OUR MISSION

- ▶ To create and maintain a well motivated workforce by provision of efficient human resource services to our clients.
- ▶ To meet and exceed our client expectations.
- ▶ To constantly advice our clients on the best HR practice and the changing expectations of the business environment.



OUR OBJECTIVES

- ▶ To create and maintain a firm relationship with our clients.
- ▶ To increase our client base every month.

CORE VALUES

Integrity: Undertake all our engagements with the highest level of professional integrity.

Communication: Be open and honest in our communication and promote transparency in all our undertakings.

Innovation: Be results-oriented in the discharge of our duties.

Teamwork: Uphold teamwork and collaboration in order to realize the synergies of working together.



OUR EXPERIENCE

11 YEARS EXPERIENCE & COUNTING



MEDICAL & CLINICAL STAFF



BANKING

TRANSPORT & LOGISTICS



INSURANCE



HOSPITALITY



PHARMACY



ICT



MANUFACTURING



LEGAL



AUTOMOTIVE



SOLAR MANUFACTURING



RETAIL





OUR SERVICES

1. HR POLICY & PROCEDURES DEVELOPMENT

We conduct HR Audit in your organization to guide us on your organizational HR requirements.

We develop HR Policies and Operating procedures that are custom made to your specific operation.

We train your employees on the Policies and Procedures to ensure all understand what is expected.

2. RECRUITMENT

We shortlist candidates based on our clients's needs.

We conduct Pre-interviews to ensure that the right candidate is presented to our client.

We arrange the interviews based on our clients' preference.

We conduct reference checks on behalf of our clients.

For candidates being placed abroad. We;

1. Verify and process all documents required for travelling
2. Organize for interviews for the clients either online or on site.
3. Get documents attested by relevant authorities.
4. We obtain clearance from the ministry of labor in Kenya.
5. Coordinate candidate travel process until arrival at client's country.


3. PAYROLL SERVICES

We confidentially process your payroll every month.

We Prepare payslip for your employees.

We file PAYE returns on your behalf on iTax

We will assist the organization and it's employees with registration to statutory bodies in the event they are not registered.





OUR SERVICES

4. BUSINESS SUPPORT SERVICES

EMPLOYER OF RECORD


We assist foreign companies without presence in Kenya to employ people legally in Kenya. We handle the contracts, payroll and local compliance.

SKILLS OUTSOURCING

We provide skilled manpower to run a business successfully and give you the peace of mind to focus on your core business. Our skills outsourcing cuts across

- Enumerators
- Promotion staff
- Casuals
- Clerical clerks
- Merchandisers

5. OUTSOURCED HR MANAGER

- ▶ We serve as your complete HR Manager who is at your office at specific periods of time.
 - ▶ We monitor and implement the HR operating procedures.
 - ▶ We ensure that all your employee files are well maintained with all requirements being up to date.
 - ▶ We shall maintain your staff leave records and ensure that it is in line with the employment Act.
 - ▶ We shall develop an organizational structure that will clearly map out the reporting lines and responsibilities of each position in line with the organizations goals.
 - ▶ We shall create employee files and ensure that the files contain all required documents and are up to date.
 - ▶ We shall ensure that there is a balanced work work schedule and leave management for the employees this will provide consistency workflow on the working hours and that the employees are accountable for the time spent at work.
 - ▶ The consultant is an observer to advise the client in the most efficient ways of doing business from a human resource perspective.
 - ▶ Keeping the client updated on new regulations in the field of labour.
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OUR CLIENTS



أسباير كتارا للضيافة
ASPIRE KATARA HOSPITALITY



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PEOPLE

