

Flexi Personnel



**We are your
HR Gateway
into Africa**



Delivering **transformative** results

Optimizing your people-management strategies, to be business-focused and innovative.



We are committed to empowering organizations with the human touch, unlocking limitless potential and shaping a future where businesses thrive.

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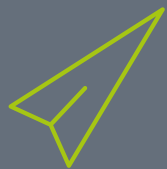
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ABOUT US

Flexi Personnel is the leading provider of **comprehensive human resources management** and an expert in supporting companies expanding into the market.

Since our establishment in 2008, we have revolutionized how organizations connect with seasoned talent and navigate the complexities of human resources.

With our headquarters in Nairobi, Kenya, we have emerged as the trusted partner for businesses seeking optimized workforce solutions and embarking on successful operations expansion within Africa. Our unwavering commitment to excellence, innovation, and customer satisfaction has garnered us a stellar industry reputation.

Our team of experts possesses an in-depth understanding of the unique challenges businesses face in today's landscape.

We are dedicated to providing comprehensive assistance in;



▶ Top-notch recruitment services



▶ Efficient payroll management



▶ Insightful HR consulting services



▶ Tailor-made workforce solutions

Experience the remarkable difference that Flexi Personnel brings to your organization as we navigate the complex realm of human resources and empower your business to thrive in Africa.

PHILOSOPHY



OUR VISION

To grow tenfold by consistently delivering an unmatched customer experience enabled by a progressive culture.



OUR MISSION

We deliver valuable HR services to our clients by continuously reinventing ourselves.



OUR VALUES



INTEGRITY

We do the right thing.



RELIABILITY

We will reliably & consistently deliver quality services.



EXCELLENCE

We seek to excel in all that we do.



PROGRESSIVE

We continuously reinvent ourselves, our services & processes.



COMMITMENT

We are committed to positively contributing to people.

OUR ACHIEVEMENTS

45+

Countries Served

15+

Years of Experience
in the Industry

99%

Client Satisfaction

100K+

Employees Managed

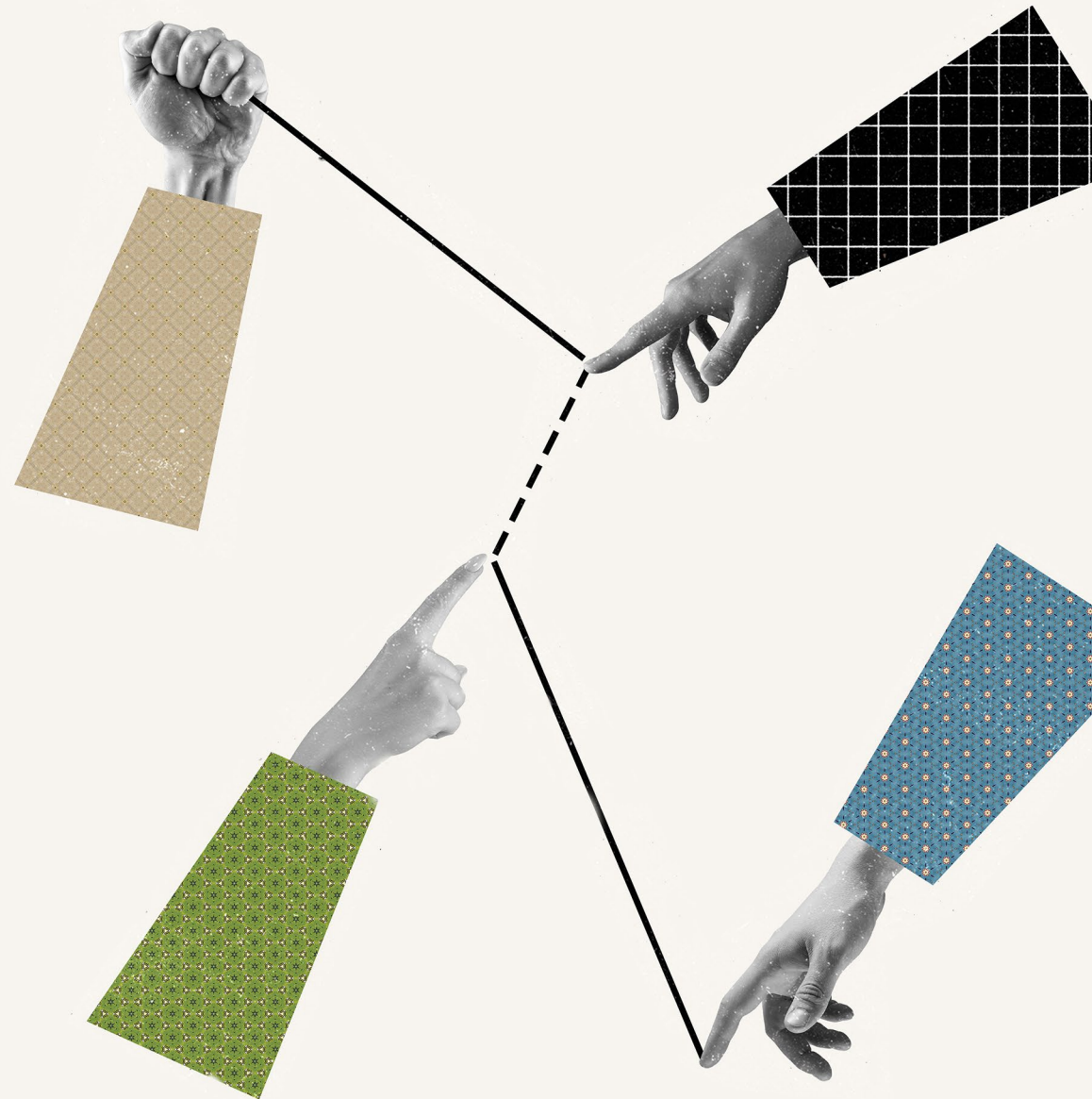
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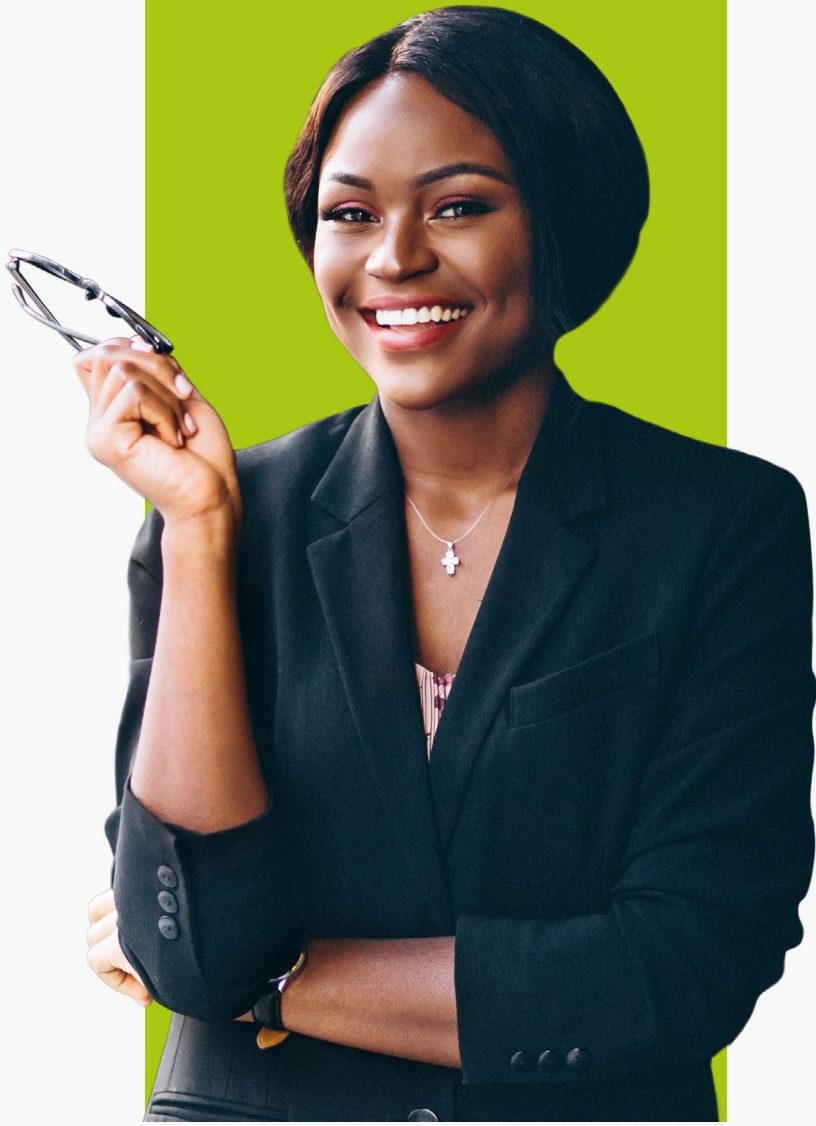
Client Served



OUR SERVICES

- ① Employer of Record Services
- ① Payroll and Tax Management
- ① Recruitment Services
- ① Executive Search Services
- ① Interim Management Services
- ① HR Consultancy Services
- ① Psychometric Assessments
- ① Expatriate Services
- ① Tech-Talent Recruitment Services





EMPLOYER OF RECORD SERVICES

As Africa's leading employer of record company, we offer a full suite of Human Resources management services to help local and international organizations expand into the African region. As you expand your business into Africa, we provide the expertise, employment compliance guidance, resources, and solutions you need to grow and stabilize your business in any African country. With over 15 years of serving clients in Africa, we have expertise and knowledge across 45+ African countries, making it easy for you to compliantly hire, pay, and manage the workforce anywhere in Africa.

Our Employer of Record Solutions



REGIONAL COMPLIANCE

We have local experts who will help you navigate all the legal, labour, and tax regulatory requirements needed to set up your business in any African country we support.



STREAMLINED TALENT ACQUISITION AND ONBOARDING

Our recruitment experts are committed to finding qualified and talented individuals who will contribute to the development and growth of the organization.



EFFECTIVE PAYROLL MANAGEMENT

At Flexi Personnel, we ensure that your employees' salaries are processed correctly and in a timely manner while complying with in-country tax laws and regulations. Additionally, we offer payment of statutory taxes.



WORKFORCE AND HR MANAGEMENT

We optimize all the human resource processes and systems to ensure that your team's performance is aligned with the company's development growth goals.

PAYROLL & TAX MANAGEMENT

We handle all aspects of payroll, from accurately calculating employee salaries and benefits to timely payment disbursement



RECRUITMENT SERVICES

At Flexi Personnel, we understand that finding the right talent for your organization is crucial for its success. Our experienced professionals are dedicated to connecting you with top-notch candidates who will contribute to your company's growth and prosperity.



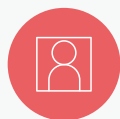
JOB ANALYSIS AND DESCRIPTION

Our experts conduct thorough job analyses to create accurate and detailed job descriptions, ensuring we attract candidates with the right skills and qualifications.



CANDIDATE SOURCING AND SCREENING

We use our extensive database, network, and cutting-edge sourcing techniques to identify a pool of high-quality candidates. Our rigorous screening process includes resume reviews, preliminary interviews, and skills assessments to shortlist the most suitable candidates for your organization.



INTERVIEW COORDINATION AND FACILITATION

We handle all the logistics involved in scheduling interviews, coordinating with candidates, and ensuring a smooth interview process.



CANDIDATE ASSESSMENT AND EVALUATION

We offer comprehensive candidate assessment and evaluation services, including psychometric testing, behavioural assessments, and reference checks.



BACKGROUND CHECKS AND VERIFICATION

As part of our commitment to delivering reliable talent, we conduct thorough background checks and verification procedures on potential hires.



ONBOARDING SUPPORT

Our services continue after the hiring process. We provide onboarding support to ensure a smooth transition for new employees into your organization. We offer guidance on orientation programs, training, and ongoing support to help integrate new hires effectively.

EXECUTIVE SEARCH SERVICES

Leveraging our reach network in the industry, our executive search services deliver seasoned and competent executives. We have the expertise to identify candidates with the required skill set and qualities to lead your company to excellence. We specialize in five critical areas: board placements, C-level executive placements (CEO, COO, CFO, CTO, CIO, & CMO), head of a department, and managerial placements and succession planning. Here is what we offer when you partner with us:



SITUATION AND NEED ANALYSIS

We help you identify talent gaps within your organization, assess your executive staff's skills and development potential, and help you plan for any strategic leadership plan.



CANDIDATE SEARCH AND SCREENING

We combine research, direct headhunting, source referrals, our networks, and an established talent base to create a comprehensive longlist of potential candidates.



INTERVIEWS AND ASSESSMENT

We conduct rigorous due diligence on all of our candidates, conduct competency-based interviews, and conduct psychometric assessments to assess their potential fit and draft a shortlist for you.



PRESENTATION AND REPORTING

We will provide a report comprising personal profiles, interview notes, full compensation information, and a detailed resume for every shortlisted candidate. Additionally, our reasons for inclusion will be discussed in full.



PLACEMENT SUPPORT

Once the preferred candidate is identified, our team will conduct detailed reference reports and can provide background checks and psychometrics when required. We offer support and counsel through the offer and negotiation stages.



INTERIM MANAGEMENT SERVICES

We aim to provide client-centric, tailored interim executive search and advisory services. Our regional reach, paired with local market knowledge, enables us to provide you with outstanding interim managers who deliver results, irrespective of any crisis.

Here are the areas we cover:



EXPERIENCED INTERIM MANAGERS

We provide highly skilled and experienced interim managers who are experts in their respective fields.



RAPID DEPLOYMENT

Our interim managers can readily be deployed quickly to address critical management needs.



CRISIS MANAGEMENT

We specialize in handling crises, such as sudden leadership gaps, financial distress, or operational challenges, providing immediate support and stability.



CHANGE MANAGEMENT

Our interim managers are adept at managing organizational changes, restructuring, and transformation initiatives, ensuring smooth transitions and minimizing disruptions.



PROJECT LEADERSHIP

We offer interim managers with strong project management skills to lead strategic initiatives, implement new systems, and drive business improvement projects.



HR CONSULTANCY SERVICES

We provide comprehensive HR consultancy services to assist your organization in managing its human resources effectively and optimizing its workforce potential. With our deep understanding of industry best practices and our commitment to delivering excellence, we aim to be your trusted partner in all areas of human resource management.



HR AUDIT

We conduct HR audits to assess your current practices, identify gaps, and develop improvement plans.



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEMS

We work with you to design performance management frameworks that align individual and team goals with your organizational objective. Additionally, we develop performance evaluation processes and performance appraisal systems.



HR POLICIES AND COMPLIANCE

We review and update your HR policies and procedures to ensure compliance with local labor laws and regulations. Additionally, our professionals assist in developing employee handbooks and HR manuals.



SALARY & BENEFITS SURVEY

Our team conducts comprehensive salary and benefits surveys to provide you with accurate market insights and ensure your compensation packages remain competitive.



EMPLOYEE CONTRACTS

We assist in drafting and reviewing employee contracts, ensuring they are legally compliant and tailored to your organization's specific requirements. Consequently, we guide employment terms, non-disclosure agreements, non-compete clauses, and intellectual property rights.



HR ADVISORY

Our experienced consultants serve as your trusted advisors, offering strategic insights and practical solutions to address your HR challenges.

PSYCHOMETRIC ASSESSMENT TESTING

Get customized psychometric tests, meticulously crafted by our industry professionals who deeply understand psychometric assessment design and development. Our assessments are developed with accredited experts in psychometric assessment, human resources, and workforce optimization, ensuring the highest quality standards. Trust in our tests to facilitate talent selection and team development. We aim to provide solutions unique to your needs with precision and expertise.



JOB FIT ASSESSMENTS

We provide comprehensive assessments that evaluate job fit and competence meticulously. Our tailored assessments ensure that candidates are perfectly aligned with their roles, optimising your organisational efficiency and productivity.



SKILLS ASSESSMENTS

From sales, finance, banking, customer service, healthcare, and mechanical roles, our skills assessments cover various industries and specialties to measure proficiency and expertise in specific areas.



COGNITIVE ASSESSMENTS

Assess numerical, logical, verbal, and reasoning abilities. Our cognitive assessments are designed to provide insights into candidates' cognitive aptitude, and problem-solving skills.



EMOTIONAL INTELLIGENCE

Gain a deeper understanding of a candidate's emotional intelligence and interpersonal skills with our emotional assessment tests, essential for fostering collaboration and resilience in the workplace.



PERSONALITY ASSESSMENT

Dive into individual personality traits and behavioral tendencies to identify workplace fit and compatibility, ensuring cohesive team dynamics and cultural alignment.

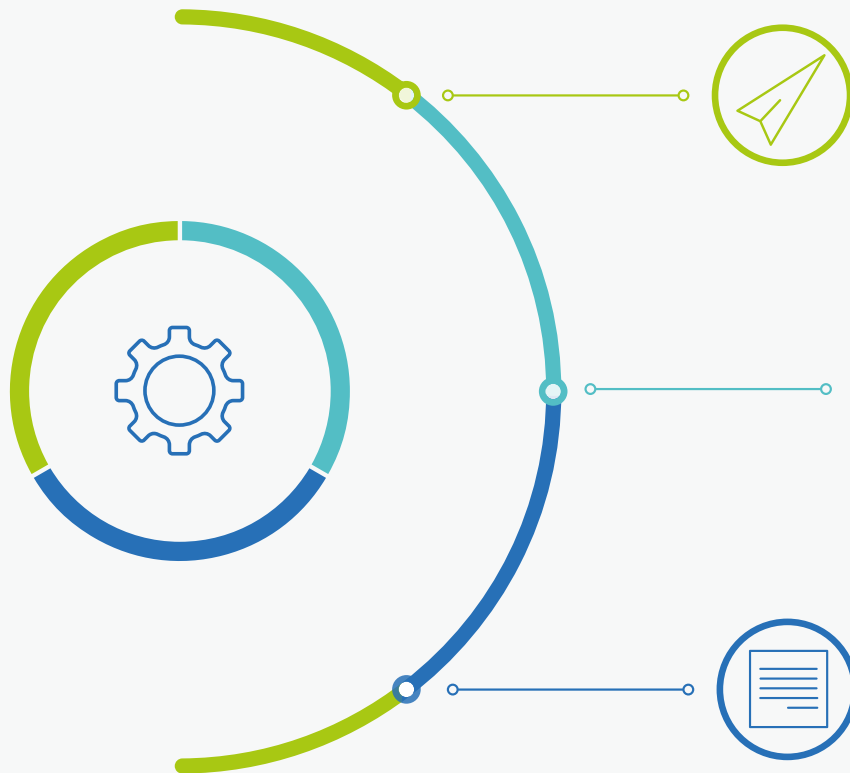


COMPETENCY ASSESSMENT

Evaluates the competencies required for success in various roles, enabling targeted development and talent management strategies tailored to individual strengths and growth areas.

EXPATRIATE SERVICES

We are Africa's leading HR expatriate service provider, specializing in relocation and immigration services. Additionally, we offer reliable support in mobility and expansion strategies for your company.



IMMIGRATION SUPPORT SERVICES

At Flexi Personnel, we help you navigate the immigration process with ease. Our experts provide guidance and support to help you obtain the necessary visas, work permits, and other documentation to move and work in any African country.

RELOCATION AND LOGISTIC SOLUTIONS

Our comprehensive relocation services cover all the logistics, from finding suitable housing and schools to arranging transportation. We'll also provide orientation and support to help you and your employees settle into your new environment.

PAYROLL AND TAX MANAGEMENT SUPPORT

Our experts will handle your payroll needs while ensuring compliance with in-country payroll regulations. Additionally, we have the ability to pay in multiple currencies based on your preference.

TECH-TALENT RECRUITMENT SERVICES

In today's fast-paced digital world, having the right tech-talent is crucial for your company's success. We specialize in providing businesses with tech-talent, screened to align with market demands and every client's specific needs.



FELXI-PERSONNEL POOL OF TECH-TALENT



Software Engineers



AWS & Azure Engineers



UI & UX Designers



Data Analysts



Cybersecurity Analysts

WHY CHOOSE FLEXI-PERSONNEL



TECH-TALENT RECRUITMENT EXPERTISE

In-depth knowledge of the tech industry to find the ideal skillset and expertise for your team.



ACCESS TO A BROAD-SPECTRUM OF TECH-TALENT

We have a vast network of highly skilled tech-talent to meet your hiring requirements.



SPEED AND EFFICIENCY

Fast, agile recruitment process to quickly deliver qualified candidates and help scale your team.



UNCOMPROMISED QUALITY

Our recruitment process is oriented towards time to hire optimization without compromising on quality.

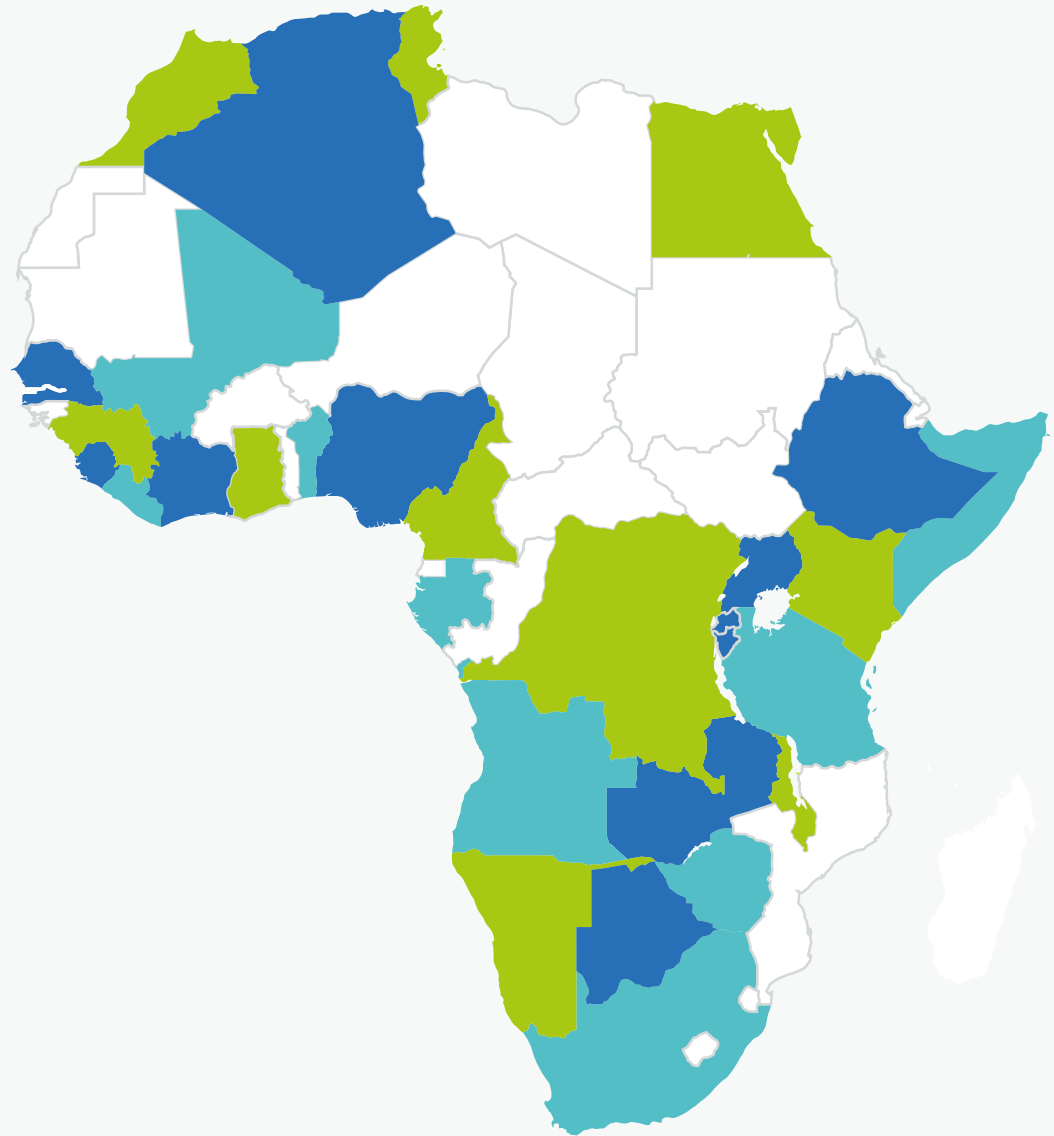
Hiring tech talent in a rapidly changing and competitive business environment doesn't need to be stressful anymore. Our recruitment expertise over the past 16 years has equipped us to deliver highly skilled tech talent for today's innovative business processes.

OUR REACH ACROSS AFRICA

Our network has expanded through years of hard work to cover more than 45+ African countries.

The entities in each country are a mixture of wholly owned subsidiaries, joint ventures, or a strong relationship with an in-country reliable partner.

- | | | |
|----------------|------------|----------------|
| ➤ Kenya | ➤ Benin | ➤ DRC |
| ➤ Uganda | ➤ Malawi | ➤ Mali |
| ➤ Ethiopia | ➤ Nigeria | ➤ Congo |
| ➤ Rwanda | ➤ Burundi | ➤ Namibia |
| ➤ Tanzania | ➤ Guinea | ➤ Gabon |
| ➤ Egypt | ➤ Angola | ➤ Somalia |
| ➤ Cameroon | ➤ Zimbabwe | ➤ Liberia |
| ➤ Senegal | ➤ Tunisia | ➤ Botswana |
| ➤ Ghana | ➤ Algeria | ➤ Ivory Coast |
| ➤ Zambia | ➤ Morocco | ➤ Sierra Leone |
| ➤ South Africa | ➤ Jordan | |





INDUSTRIES WE SERVE



Non-Governmental
Organizations
(NGO)/Non-Profit



Engineering &
Construction



Government/
Development
Agencies



Transportation
& Logistics



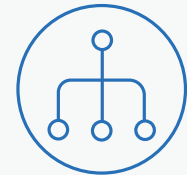
Oil & Gas



Healthcare



IT & Telecom



Fintech



FMCG and
Manufacturing



Finance, Insurance
& Banking



Mining
Industry



Agriculture
Sector

TESTIMONIALS

KENYAN CLIENTS



Flexi Personnel also have licenses for a broad range of psychometric tools that are very useful in recruitment and talent development.



Flexi Personnel Executive Search Consultants took time to understand exactly what we were looking for. It is in this regard that we have no reservation in recommending them to any organization seeking Executive Search services.



Flexipersonnel were able to provide a comprehensive guideline as per the current market rates. They have a dedicated team of consultants who served as well and met our expectations



Flexipersonnel have been consistent in meeting our expectations and therefore highly recommend their services to any company that would require outsourced labour management services.

TESTIMONIALS

REGIONAL CLIENTS



Flexi Personnel Limited HR teams are professional in the way they undertake the assignment(s). They use their expertise in Human Resources to ensure adherence and strict compliance to the relevant labor laws/regulations and agreed-upon SLAs. We therefore without reservations recommend Flexi Personnel Limited to any organization seeking similar services.



Flexi Personnel Limited has been providing staff outsourcing services including payroll management across several countries in Africa including Kenya, Uganda, Rwanda, Cameroon, and Ghana, since January 2020. During this period, we have found Flexi to be highly professional and efficient in striving to achieve service-level agreements. Their team is responsive to our needs and provides efficient HR support service to the outsourced teams.



We are pleased to confirm that Flexi Personnel Ltd has been supporting us with Outsourced Labour and Payroll Management services in Kenya, Uganda and Tanzania. We have found them to be professional and would not hesitate to recommend their services to any company requiring their support.



Flexi Personnel Limited has been successfully supporting us with Expatriate services in Kenya. It is in this regard that we have no reservation in recommending them to any company seeking their services.

OUR PORTFOLIO

OIL/GAS & ENERGY



ENGINEERING/MANUFACTURING



TRANSPORT & LOGISTICS



NGOs



OUR PORTFOLIO

RETAIL



IT & AGRICULTURE



FINANCE/INSURANCE



REAL ESTATE



GET IN TOUCH WITH US

HEAD OFFICE



Marsabit Plaza, 2nd Floor
P.O. Box 3112, 00506 Nairobi, Kenya



+254 709 661 000



admin@flexi-personnel.com



www.flexi-personnel.com

UGANDA OFFICE



Aha Tower, 4th Floor, Kampala, Lourdel
P.O. Box 3856 Kampala, Uganda



+256 784 902 029



admin@flexi-personnel.com



www.flexi-personnel.com
