

PROPOSAL FOR STAFFING, HUMAN RESOURCES CONSULTING, AND TRAINING SERVICES

Our Organizational Profile

Company: DOFBIT GROUP Ltd

Head Office: Dar es Salaam, Tanzania

Vision: To be a leading and globally recognized provider of reliable human resources consulting solutions.

Mission: To add value to our clients through top-tier talent acquisition, modern training methodologies, and progressive human resources consulting services.

Core Values: Integrity, Innovation, Reliability, Diligence, and Devotion.

Executive Summary

DOFBIT GROUP Ltd—among the foremost Human Resources consulting firms in East Africa—offers an integrated suite of human capital solutions, including recruitment, training, human resources audits, salary surveys, and employment verification. We specialize in delivering high-impact Human Resources services tailored to enhance organizational capability and ensure strategic workforce alignment.

Why Choose Us

- **Excellence in Talent Acquisition:** We prioritize quality over quantity by presenting only the most qualified candidates, thereby minimizing your hiring risks and saving your organization valuable time.
 - **Comprehensive Candidate Vetting:** Resumes often represent only a fraction of a candidate's true capabilities. We conduct rigorous screening, structured interviews, and comprehensive background checks, including education, employment history, criminal records, and professional references.
 - **Industry-Standard Training Programs:** Our corporate training modules are designed to elevate individual and organizational performance, enhance productivity, and drive continuous improvement.
 - **End-to-End Human Resources Solutions:** From executive search to human resources audits, and from disciplinary proceedings to payroll management, we provide a complete spectrum of services to support your internal human resources functions.
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Talent Stratification Framework

We categorize candidates to help you better match organizational needs:

1. **Green Profile Candidates (GPC):**
Senior professionals with over 10 years of experience, often holding PhDs, Master's degrees, and extensive leadership experience.
 2. **Yellow Profile Candidates (YPC):**
Mid-level professionals with 5+ years of experience, including 3+ years in management roles.
 3. **Purple Profile Candidates (PPC):**
Competent early-career professionals with 3 years of experience and strong academic records.
 4. **White Profile Candidates (WPC):**
High-potential recent graduates with excellent academic credentials and a strong foundation for development.
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SERVICES WE OFFER

Talent Acquisition

Utilizing a modern and systematic interview process, we identify and place individuals who demonstrate exceptional skills, strong analytical acumen, unwavering commitment, and a collaborative, innovation-driven mindset.

At DOFBIT GROUP Limited, we implement forward-thinking recruitment strategies to deliver superior talent acquisition services across a broad range of business sectors. Our approach ensures the delivery of optimal hiring outcomes by thoroughly screening, interviewing, and classifying candidates into five distinct clusters. This classification is based on a combination of educational background, professional experience, personality traits, and area of specialization.

Executive Search

Our Executive Search service is designed to secure top-tier professionals with specialized expertise and significant industry experience. Leveraging the deep industry knowledge of our consultants and adhering to the highest standards of ethical business practice, we effectively source and place candidates in executive and highly specialized roles. This process ensures precise alignment between client needs and candidate qualifications, covering a wide spectrum of leadership and niche positions.

Human Resources Auditing

DOFBIT GROUP Limited conducts comprehensive Human Resources (HR) audits designed to assess organizational strengths, identify areas for improvement, and evaluate the overall effectiveness and compliance of human resources practices. These audits are instrumental in ensuring that human resources functions align with legal standards, organizational objectives, and industry best practices.

Our human resources audit process includes, but is not limited to, a thorough review and verification of the following components:

1. Human Resources policies and frameworks
2. Regulatory compliance and procedural adherence

3. Documentation accuracy and completeness
4. Job descriptions and role clarity
5. Termination protocols and disciplinary procedures
6. Filing systems and document management practices
7. Integrity and maintenance of personnel files
8. Final settlements and exit process administration

Through this structured auditing approach, we help organizations optimize their human resources' operations, mitigate risks, and strengthen overall workforce governance.

Disciplinary Hearings and Termination Procedures

DOFBIT GROUP Limited, supported by a team of seasoned legal professionals, provides expert legal guidance and management of disciplinary and termination procedures to ensure full compliance with applicable labor laws and workplace agreements.

In the event of employee disputes escalating to the Commission for Mediation and Arbitration (CMA), our legal team is prepared to represent the client, provided that the termination process was conducted in accordance with our professional advice and recommendations. Our objective is to safeguard our clients from legal liabilities while ensuring that all actions are procedurally fair, legally sound, and transparently executed.

Employment Verifications

DOFBIT GROUP Limited conducts thorough employment verification by obtaining accurate, first-hand information regarding a candidate's work history directly from their previous employers. We meticulously compare the candidate's stated employment details—such as those listed on their résumé or disclosed during the recruitment process—with official records and documentation.

Any inconsistencies or discrepancies identified are promptly reported to our client, ensuring transparency and informed decision-making. This verification process is conducted with the utmost confidentiality and in strict compliance with all applicable legal and regulatory requirements.

Our well-trained team is committed to safeguarding your organization by mitigating hiring risks and enhancing workforce integrity through the delivery of reliable and verifiable employment data.

Payroll Management

We collaborate closely with our clients to ensure accurate and timely payroll processing, in full compliance with statutory requirements. This includes the precise calculation and remittance of all mandatory

deductions, such as Pay As You Earn (PAYE), Workers Compensation Fund (WCF), pension contributions, and other relevant obligations.

Our goal is to support seamless payroll operations while ensuring regulatory compliance and reducing administrative burden for our clients.

End-to-End Human Resource Management and Consultancy Services

Our full-service human resources consultancy and outsourcing solution is delivered by a multidisciplinary team of experts, including seasoned industrial relations professionals and legal practitioners. We work in close collaboration with your internal team to address day-to-day human resources challenges and ensure effective implementation and compliance with labor legislation.

Our comprehensive support covers, but is not limited to, the following areas:

1. Drafting and compliance of employment contracts and labor standards
2. Management and organization of personnel documentation
3. Comprehensive human resources audits
4. Performance management systems and frameworks
5. Disciplinary hearings and termination procedures
6. End-to-end disciplinary process management, including legal compliance
7. Human resources assessments and workforce evaluations
8. Development and review of human resources' policies, procedures, and regulations in alignment with labor law
9. Conflict resolution and workplace dispute management
10. Payroll administration and statutory compliance
11. Labor and employee relations support

By outsourcing your human resources' functions to DOFBIT GROUP Limited, you gain access to professional expertise designed to enhance operational efficiency, mitigate risk, and ensure full compliance with employment laws and best practices.