

# Dorbe-Leit

## Work Profile

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## ABOUT US

**Dorbe-Leit Consulting Limited** is a consulting practice providing transformational human resource management based services. We become involved with our clients in their transformation, providing services that are value-adding and measurable in their contribution to our clients' success.

*Catapulting your business to success is our purpose.*

## OUR WAY OF WORKING

Whilst we recognize that change is the only constant in today's world, we will remain dedicated to our values and committed to our purpose. We will continuously find way to improve our service delivery, keep ourselves updated in new thinking and grounded in old truths.

We undertake to listen to all our clients and colleagues, understand them, and deliver services and solutions that will address their needs.

We will continuously find ways to improve the delivery of our services. On the odd occasion that we fail to meet our clients' expectations we will acknowledge our failure, minimize any inconvenience and adjust our way of working to eliminate the cause of the failure.

We remain constantly curious, inquisitive and restless. We will keep up with new thinking in our professional field, finding innovative and creative solutions, so as to continuously add value to our clients and colleagues. We will provide an environment in which all can freely and responsibly express themselves, be creative, leave a legacy, and have fun.

Most importantly we will work with integrity. As Dorbe-Leit Consulting Limited, we undertake to remain a great partner to do business with and a great place to work.

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## OUR VALUES

Responsive and Efficient, Professional, Innovativeness and Team work

## OUR MISSION

To provide Talent Management solutions that increases the productivity of our clients

## OUR PURPOSE:

To be a Catalyst of change and growth

# ASSIGNMENT PORTFOLIO

## 1. Recruitment and Selection

Dorbe-Leit Consulting has handled recruiting vacant position through headhunting, interviews, reference checks and assessment centres. Some of our satisfied clients' include:

### Recruitments Handled to Date



## 2. Human Resource & Talent Management Consulting

Dorbe-Leit Consulting aims at supporting large corporates and also SMEs by providing advisory services in HR and Talent management. Some of the assignments under this profile are:

### Commercial Bank of Africa

Dorbe-Leit Consulting conducted company-wide Organization Re-Design to identify any gaps between the ideal and existing structure and make recommendations for an optimal organization structure that will enable organisations deliver its strategic objectives for Kenya and the EA region.

### Wananchi Group (K)

Dorbe-Leit Consulting conducted an organization wide HR and Talent Management framework and practices audit/ review for this 400+ staff organization. Of particular importance were (a) statutory compliance, (b) HR best practice, (c) guidance on talent management strategic initiatives, (d) staff satisfaction and (e) customer service feedback (f) kenexa assessment testing for all it 100+ sales force.

### Seven Seas Technologies

Dorbe-Leit Consulting conducted an organization wide HR Audit and Performance Management system set up for this 200+ staff organization. Of particular importance were (i) statutory compliance, (ii) HR best practice, (iii) guidance on talent management strategic initiatives, (iv) goal setting and (v) performance management set up

### Technoserve

For this international non-governmental organization that provides technical support to the dairy industry in Kenya, Dorbe-Leit Consulting has handled organisation re-design, Compensation and Benefits review leading to the creation job descriptions, Job Grading and Salary Structures.

### Kenya Orient

For this large insurance firm, Dorbe-Leit Consulting is currently carrying out a comprehensive 9 months HR Consulting assignment that covers – KPI setting, Organisation structure review, HRM system integration

### ComzAfrica

for this telecommunication firm with operations in Kenya, Rwanda, Nigeria, Zambia etc, we created a Bonus and Commissions Structure, Job grades, Organisation Structures, HR Manual and a Performance Management system.

### Mavuno

Job Evaluation – Benchmarking with industry, Creations Salary grades and scales



## 3. Motivational Training & Outplacement

As a consultant, Dorbe-Leit Consulting seeks to provide motivation to work teams to build cohesion, self-leadership and increase communication in the work place. She has also been involved in assisting client use of 'humane' methods during restructuring and down-sizing periods. Some of the assignments under this profile are:

### DHL International

For this leading logistics solutions organization, Dorbe-Leit Consulting conducted Career Counselling training and Entrepreneurship Training for the 15 members of staff who had been retrenched or had taken up early retirement from the organisation.

### Technoserve Kenya

for this NGO, Dorbe-Leit Consulting provided Leadership and Motivational training for the entire organisation during an out-of-town

teambuilding session. The training aim was to bond the team, increase cohesion and encourage accountability within and between teams.

### Kenya Orient

Dorbe-Leit Consulting conducted company-wide teambuilding, Performance Management Training for Senior Managers and Personal Coaching for Senior Management.

### Wananchi Group (K)

Dorbe-Leit Consulting advised senior management on down-sizing strategies and practical communication strategies

### Altech Swift Global

Dorbe-Leit is currently handling the outplacement of 80+ employees via career counselling, CV writing, placement into Altech KDN positions. Advising senior management on down-sizing strategies and practical communication strategies

**Dorbe-Leit consulting aims at supporting large corporates and also SMEs by providing advisory services in HR and Talent management.**

## 4. Our Strategic Partners

KENEXA - HR SUCCESS MULTIPLIED our partner for Psychometric Tests and Talent Management Tools

## 5. Our References

### Mike Macharia

Group Founder & CEO, Seven Seas Technologies Ltd

### Peter Reinartz

Group Managing Director, Wananchi Group Ltd

### William Wambugu

Group HR Manager, Old Mutual Kenya Ltd

### Muema Muindi

Managing Director, Kenya Orient Insurance Ltd

### Shahab Meshki

CEO/MD Kenya Data Networks

# OUR SERVICES

Dorbe-Leit Consulting focuses on providing service in three distinct areas:

## TRAINING SERVICES MANAGEMENT & LEADERSHIP DEVELOPMENT

Our Management and Leadership Development series is a set of development programs for individuals and managers. The programs have been developed to provide self-management and leadership skills and competencies in a results-oriented structure.

**The Foundation program** is designed for employees to develop the self-management skills required to create results at an individual level.

**The Intermediate program** is designed to ease team leaders/supervisors into their role of managing the results generated by their respective teams. Team leaders/supervisors in this program will have already mastered the processes and systems and time management skills required to create results at an individual level. The focus of this program is to teach the participants how to blend all the resources together to provide an output/service desired by internal and external customers.

**The Advanced program** is designed for middle managers who have grown through the team leader/

supervisory role and are now required to manage a section/department of the business sections, a team of supervisors and/or third parties.

This program will teach the participants how to blend all the resources at their disposal together to provide a product and service that is driven by the needs of both internal and external customers.

**The Executive program** is designed for senior managers who are challenged to explore new approaches to improve service delivery and gain broader perspectives of business leadership.

Throughout the program, participants will focus on the current challenges they face and experiment with new approaches and behaviors and gain broader perspectives of business leadership.

Participants will be challenged to examine their own management objectives and leadership style. They will receive constructive feedback and insights from the facilitators and fellow participants and leave with specific action steps for resolving current and future challenges.

Our programs are delivered either in-house and as open courses. We conduct pre-course assessments before all our programs so that we may tailor our content and approach so as to make our programs as effective as possible.

We provide coaching for the duration of the program with the opportunity for continued mentoring thereafter, and we conduct post-training assessments to confirm the value added to the organization as a result of the employees' participation.



## RECRUITMENT SERVICES FOR COMPANIES LOOKING TO RECRUIT

As part of our recruitment service for companies we:

- Assist clients determine and document the job profile and performance objectives for the vacant position;
- Develop a search strategy that includes internal and external candidates as appropriate;
- Assess against the key performance indicators and competencies defined for the role, using a wide array of assessment tools that look at both performance and potential, including globally recognized psychometric tools as well as the environmental/ cultural factors that he/she will encounter in the organization; and
- Presenting candidates for final interview, together with an analysis of the gaps that exist between the candidate's demonstrated capability vis-à-vis the requirements of the position, with recommendations on how such gaps could be addressed.

We hold a vast database of applicants which can be used to reduce the turnaround time and advertising costs related to sourcing candidates.

Dorbe-Leit Consulting Limited has partnered with SHL, the world leader in objective people assessment using tools that are structured, based on the science of psychometrics, fair and objective, in short, essential for effective candidate selection.

We are certified and licensed to administer SHL's suite of psychometric assessments which support recruitment, selection, performance management, learning and development and succession planning.

## FOR INDIVIDUALS LOOKING FOR A JOB DATABASE REGISTRATION

For individuals looking for employment opportunities, we accept and register your curriculum vitae / resume in our database at no cost to the individual. Include a cover letter, giving a brief description of yourself, highlighting your skills and competencies, the type of job or opportunity you are looking for, type of company / industry you would like to work in and your expected package.

When a suitable vacancy arises, we will interview you for the position to assess your suitability for the role. If you are suitable we will recommend you for interview with the client. If you are not suitable, we



will advise you of the same and keep your curriculum vitae in our database until a more suitable position arises.

## CAREER PLANNING SESSIONS Individual Session

We provide career planning sessions for individuals to help them develop a career plan, which includes: identifying career options including employment, self-employment, volunteering, secondments, etc; assessing one's suitability for selected career options; creating learning and development plans to fill the gaps; placement; etc. A fee is charged for individual sessions.

Contact Grace Mburu on [grace@dorbe-leit.co.ke](mailto:grace@dorbe-leit.co.ke) for further details.

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## CONSULTANCY PRACTICES CAPACITY DEVELOPMENT FOR HUMAN RESOURCE DEPARTMENTS

Based on our considerable experience in the field, we support organizations, human resource departments and / or human resource practitioners strengthen their professional practice of human resource management. As part of our capacity development service we:

Develop human resource policies and procedures that are consistent with legislation and provide a fair and flexible work environment;

Undertake HR audits  
Design and execute Change management programs.

## PERFORMANCE MANAGEMENT

We take a holistic approach to performance management. We begin by understanding our clients 'end-game' i.e. the product/services the company is purposed to deliver and provide a number of services including:

- a) facilitating team-based process mapping exercise to determine the value chain and performance measure for each stage of the process;
- b) confirming that the organization structure is designed to support the value-chain;
- c) developing job profiles that document clear measurable contribution for each individuals role;
- d) developing performance management systems that are integrated with the overall corporate planning and business performance cycle;
- e) developing reward systems that reward performance while at the same time reinforcing the organization's values.

## STAFF OUTSOURCING

We provide Temporary Outsourced employees. This includes managing the employment contracts and providing payroll services to the employees.

- Liaise with Clients to recruit and select new suitable contract staff;
- As the legal employer of the outsourced staff; be responsible for all statutory obligations and ensure compliance with relevant statutory requirements;
- Ensure their continued engagement comply with applicable labor laws of Kenya.
- Consult regularly with Client's representative head to ensure smooth operations and optimal utilization of the

contracted staff and to; Induct contract staff to observe and comply with Client's vision, values and work regulations.

## TALENT MANAGEMENT

We support clients in the development of learning paths and / or learning programs that are aligned to the career paths, succession plans and retentions strategies of the organization. Our methodology is about attracting, managing, motivating, and retaining key people in the organization. We:

- a) define the results outcomes, skills and behaviors the organization needs to succeed;
- b) measure individuals and teams against these requirements; and
- c) assist you realize success by ensuring the right people are in the right jobs at the right time, doing the right things.

## REWARD

We provide Reward consultancy services that encompass the financial and non-financial Recognition accorded to employees. We support clients in developing, costing and implementing reward structures that are competitive within the market in which the client does business; are supportive of business strategies; attracts talent and rewards performance in a manner that

- a) ensure every person recognizes that they need to add value to customers;
- b) ensures employees understand the link between their contribution and the reward they receive;
- c) variable pay is self-financing and
- d) is balanced between financial and non-financial reward.



## THE TEAM PROFILE: NJERI KINYANJUI

Njeri Kinyanjui is the Managing Partner of Dorbe - Leit Consulting. Njeri was previously the Head of Human Resources (HOD) for Safaricom Limited, and prior to that she was the Head of Human Resources for Citibank, NA, Kenya Branch with responsibilities for Kenya, Uganda and Tanzania and Zambia. In her 14 plus year career, Njeri has contributed to success of leading corporates through participation in strategy formulation, organization design and change management; talent management; performance improvement; reward structuring; management development and learning; people planning and resourcing; rightsizing; process automation including ISO certification; and security and facilities management.

Njeri Kinyanjui is a seasoned manager with demonstrated success in delivering results in complex environments. She has lead large, diverse teams. She is a strong communicator with excellent interpersonal skills and a participatory approach to delivering results. Njeri is adaptable to change, providing innovative, practical, and pragmatic solutions to challenges. She is decisive, energetic, and hands-on. Njeri has been accountable for forecasting, justifying, expending, and accounting for significant capital and operational budgets.

Njeri is certified and licensed to administer a host of SHL & Kenexa psychometric assessment tools. Njeri is also certified in job analysis and competency design; competency based interviewing, project management and facilitating leadership and management programs. Njeri also sits on the Board of Directors/Advisors of Graceland Holdings, Ultra Kenya Ltd and Transform Kenya.

The Dorbe-Leit team is in addition made up of 2 Human Resource Associates, 2 Human Resource Assistants, and 1 Trainer

## CONTACT US

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