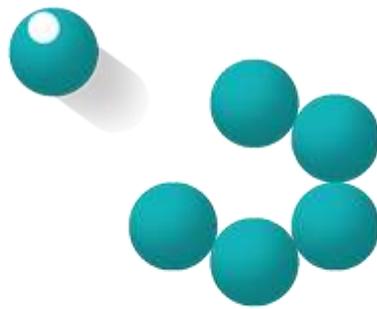


# MISSION CONSULTING

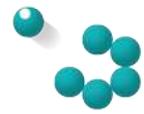


MISSION CONSULTING

---

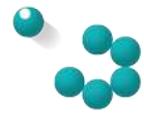
HR SERVICES & SOLUTIONS

## PROFILE



## Contents

MISSION CONSULTING .....	1
PROFILE .....	1
MISSION CONSULTING.....	3
OUR VISION.....	3
OUR MISSION.....	3
SHARED CORE VALUES.....	3
CONFIDENTIALTY AND USE OF INFORMATION .....	3
PORTOFOLIO SERVICES.....	4
CONSULTING SERVICES.....	4
RECRUITMENT SERVICES .....	5



# MISSION CONSULTING PROFILE

## MISSION CONSULTING

Mission Consulting is a young, dynamic organization based in Egypt since 2008, with the strategic mission of offering best practice methodology and approach in management consultancy.

## OUR VISION

To be renowned and esteemed as the Middle East & North Africa (MENA) leading management consulting company by offering the highest quality service to our clients with unprecedented speed and affordable fees via capitalizing on our highly educated & trained human capital.

## OUR MISSION

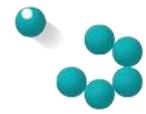
To be your partner, work as one team together to establish & develop a well defined integrated set of Human Resources Management System (HRMS) that would support the business success.

## SHARED CORE VALUES

- ✓ Building trust with our customers.
- ✓ Customer driven.
- ✓ Teamwork spirit.
- ✓ Flexibility & adaptability.
- ✓ Self-improvement.
- ✓ Passion for becoming the best.
- ✓ Excellence in everything we do.
- ✓ Honesty & Ethics.

## CONFIDENTIALTY AND USE OF INFORMATION

Any and all information received by Mission consulting from our clients or vice versa in connection with the engagement shall be deemed as proprietary (the “Confidential Information”). The term “Confidential Information” does not include, however, information that is or becomes generally available to the public.



# MISSION CONSULTING PROFILE

## PORTOFOLIO SERVICES

### CONSULTING SERVICES

#### 1. ORGANIZATIONAL DEVELOPMENT

##### 1.1. VISION, MISSION & VALUES

Developing company profile entailing strategic direction, vision statement, mission statement, and shared core values via integrating the four pillars of business (strategy, process, people, and technology)

##### 1.2. ORGANIZATIONAL STRUCTURE

Device a flexible and adaptable current and/or proposed future organization structure of the company based on its strategic direction.

##### 1.3. JOB ANALYSIS

Conduct job analysis exercise for all organization jobs through analysis interview and questionnaires form plus generating job profiles that help the organization to implement their strategy and achieve their objectives.

##### 1.4. EMPLOYEE HANDBOOK

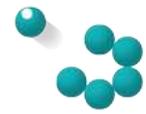
- ✓ Device an employee handbook that explains the right and responsibilities for each and every single employee in the company.
- ✓ Device a specific work flow processes through which all company functions takes place in the company.
- ✓ System that explains the authorities of each job.

#### 2. SALARY SCHEME AND GRADES STRUCTURE

- ✓ Conduct average market salary surveys as per industry specific.
- ✓ Compare current company salary scheme against previously mentioned market status.
- ✓ Provide phases in order to overcome the gap, if any, existing between the company and average market salaries.
- ✓ Initiate company specific fringe benefits.
- ✓ Develop company specific bonus systems as per job level.
- ✓ Develop company specific incentives and stock options as per job level

#### 3. PERFORMANCE MANAGEMENT SYSTEM

Develop a performance appraisal system for all job levels that is based on the organization core competencies.



# MISSION CONSULTING PROFILE

## 4. HUMAN CAPITAL DEVELOPMENT

Conduct training needs assessment for the organization employees based on job competences and the future positions need.

Develop training plan as a part of the organization strategy implementation plan. Develop career paths for all employees that highlight the future of each employee in the organization starting from entry level positions.

## 5. INTERVIEW & SELECTION REQUIRMENT GUIDE

- ✓ Develop an Interviewing & Selection Manual encompassing those core competencies.
  - ✓ Device set of specific questions addressing each core competency per job level.
  - ✓ Build up Recruitment Policies guide to insure execute the recruitment cycle correctly
- Orientation & Socialization Systems that orients all new employees to the organization

## 6. HR BUSINESS PROCESS

Design the HR business processes for all HR functions considering the links and integrations between them and jobs, plus well organized coding system.

## RECRUITMENT SERVICES

In response to requests from our clients we have evolved to offer a comprehensive portfolio of executive recruitment services which provide our clients and candidates with a one-stop shop.

Many of our most long established clients are requiring us to provide outstanding service quality and continuous innovation as well as outstanding value for money and expedient delivery.

Our clients have similarly high expectations - in many cases the addition of one person can make a profound effect upon the success (or otherwise) of the organization. We fully recognize this and make significant effort to ensure that our actions are synchronized with our clients and that our efforts are synergistic.

In short, we believe we're very good at what we do and so do our candidates and clients, as our testimonials will confirm - but don't just take our word for it, give us a call and find out for yourself.