

Attention: Noluthando Dlamini

04 November 2024

ID Number: 0110180513084

LETTER OF EMPLOYMENT OFFER

We are delighted to extend an offer of employment with Moyo Business Advisory (PTY) Ltd (subject to clear background checks). We believe that with your input, we can grow Moyo into a formidable force in the market and offer you the opportunity to grow personally and professionally. This letter includes the essential information and additional details about our Employee Value Proposition that you will need to make a well-informed decision regarding your employment.

The following lists the details of the position, duties, and basic conditions of employment:

1. **Title:** Junior Consultant
2. **Primary Discipline/Skill:** Business & Systems Analyst
*Further detailed duties will be determined by General Manager and Project Requirements
3. **Function:** Assist in solving client business problems and deliver successful, quality projects.
4. **Responsible to:** Business unit management (Operations & General Manager)
5. **Secondary disciplines and skills may further be aligned to:** Project Management and Assurance, Application Development, Software Developer, Data Science, Project Management, Solution Architect, Business Intelligence, Data Engineering.
6. **Start Date:** 02 January 2025
7. **Remuneration:** In general remuneration can be communicated as basic salary or total package. Due to changes and fluctuation in Group Life rates from time to time the total package (basic salary + benefits) may vary slightly, however your basic salary will remain unchanged. The remuneration offered to you is as follow:

The employer will provide a 2.5% pension contribution and Group Life insurance benefits to the employee in addition to the basic salary. The added employer contribution brings the total package (basic salary + benefits) to around **R 30 849,10 per month**, however as mentioned this may vary slightly due to fluctuations in Group Life rates. Your basic salary will be **R 29 566,79 per month** (before tax, UIF & employee contributions). The employee will contribute a minimum of 2.5% of his/her basic salary to an Employee Pension Fund each month.

8. As part of our Employee Value Proposition (EVP), Moyo commits to providing the values, rewards, recognition, support, and company culture that enable our employees to perform at their best and achieve their full potential. This includes focused career development through paid leadership and technical training, Community of Practices for upskilling in specific skillset, mentorship programs, a variety of social clubs, monthly group and one-on-one engagements, wellness programs, and the Hi5 Rewards Program. Financial benefits include reduced rates on gap



cover, banking and home loan solutions, cell and data reimbursements, Discovery Medical Aid facilitation, and financial guidance offered through our service providers.

9. **Travel Policy:** Travel inside Gauteng/Cape Town is for individual's expense, unless authorised within the MOYO travel Reimbursement Policy. Travel outside Gauteng/Cape Town will be reimbursed at SARS rates.
10. **Other compensation:** Performance based increases are awarded once a year in April during the annual performance reviews and are based on the performance of the company, as well as the individual. Performance bonuses are awarded once a year in May during the annual performance reviews and are based on the performance of the company, as well as the individual. Note that employees who have not been with the company for longer than six months at the time of increases and bonuses will not automatically qualify and the decision will be at the discretion of the Board of Directors.
11. **Working hours:** 8 productive hours per day, Monday to Friday (depending on client specifications). Overtime from time-to-time may be necessary due to operational requirement. Employees may not start work later than 9:00 am in the morning and may not leave work before 15:00 pm in the afternoon, unless otherwise arranged and agreed with managers, to ensure availability during critical business hours.
12. **Annual leave:** Leave will be pro-rated for first year, as of employment start date. Total leave entitlement for one year is 18 working days (1.5 days per month). Leave is increased as per the Moyo Leave policy after specific employment service periods have been achieved (i.e., 19 days after 3 years' service etc)
13. **Sick Leave:** Subject to doctor's certificate.
14. **Public Holidays:** All public holidays as approved by the Republic of South Africa.
15. **Probation period:** Permanent employment is subject to a six-month probation period, during which the full remuneration will be paid. Towards the end of the six-month period a performance review will be held, and on successful completion of your probation period your employment will continue on a permanent basis, and on the original contract terms.
16. **Work visa/permits:** In the case of foreign workers, please take note that employment may only commence upon the candidate securing a critical skills visa giving him/her permission to work and earn a salary in South Africa. Employment will not be allowed to start and continue without the necessary, valid visa in place. It is the responsibility of the employee to ensure that their work visa remains valid at all times during employment.
17. **Medical Aid:** Moyo requires all employees to have a medical aid and it is the responsibility of the employee to ensure that they have this in place. Although Moyo does not provide medical aid, this expense has been accounted in the basic salary offered to enable the employee to afford this out of the basic salary provided. If the employee does not have a medical aid, Moyo's medical aid consultants are available to assist the employee to get a suitable plan in place for them, either through Discovery or another medical aid.
18. By signing this offer letter, the individual accepts the employment and understands that cancellation of the contract by the employee will result in a penalty being imposed for all costs incurred as part of the preparation for on boarding (i.e., retracting acceptance of employment will result in individual being held liable for costs involved).

19. **Offer Expiry Date:** This offer is only valid until 11 November 2024.

This offer letter forms part of an employment agreement. Should you have any questions, please reach out to Tishca on Tishca.deconing@moyo.co. We have set out the full Employee Value Proposition within this document. Please sign below to confirm acceptance of the above stated conditions of employment.

Noluthando Dlamini: _____

Date: _____

We look forward to you joining the Moyo team.

Regards,

Yandri Pienaar

HR Executive

Cell: 084 705 1168

E-mail: Yandri.Pienaar@moyo.co

MOYO

WORK WITH HEART

Our Employee Value Proposition



HOME AWAY FROM HOME

Flexibility | Culture | Belonging

- Support • Trust • Teamwork • Flexibility
- Understanding • Hybrid Working • Friendships
- Commitment (Strong Principles and Character)
- Like-mindedness • Sense of Community

H

- Hybrid Policy
- EAP
- Wellness Programmes
- Mandela Day Contribution and Involvement
- Social Clubs
- Living our Values

ENGAGE

Purpose | Relationships | Connection

- Openness • Comradery • Innovation • The People
- Freedom of Expression • Shared Purpose
- Work Ethics • Positive Attitudes
- Inspiration • Passion

E

- In-person Engagement Opportunities
- Monthly Group and One-on-one Engagements (i.e. EGG, Braai, Townhall)
- Moyo Champions / Coaching Buddies
- Communication: Strategy, Success Stories, Future Plans, New Engagements and Updates

ASPIRE

Learning | Goal Setting | Growth

- Opportunities to Learn • Knowledge Sharing
- Opportunities to be Challenged
- Limitlessness • Personal Development

A

- Focused Skills Development
- Focused Career Progression
- Internal Mobility: Project Pipeline View; Choice of Projects and Clients; Practicing of New Skills
- COPs
- Strategically Aligned Outcome-based Goals
- Bursaries
- Mentorship

REALISE

Rewards | Recognition | Benefits

- Thank You's • Acknowledgement
- Peer Recognition • Being Valued

R

- Gamification (Hi5 Rewards)
- Incentives: Clear STI
- Reduced Rates on GAP Cover
- Banking and Home Loan Solutions
- Cell and Data Reimbursement
- Kids' Schooling and Bursary Benefits
- Discovery MA Facilitation
- Referral Bounties for Vacancies and Client Leads

TRUST

Security | Commitment | Sustainability

- Courage • Stability • Leadership
- Brave Choices • Trustworthiness
- Caring Culture • Reliability • Commitment
- Strong Principles

T

- Communication and Change Management: Alignment Top to Bottom and Back Up; Clarity on Projects, Proposals, Promises and Roles
- Access to Support (Open Door, Knowledge, Client, Project or Personal) Pension
- Life Insurance
- Income Disability Protection
- Dreaded Disease Cover
- Clients and Partners
- Maternity and Paternity Leave Benefits