



JIREH Group of Companies (Pty) Ltd TERMS AND CONDITIONS

INTRODUCTION

Candidates are introduced by **JIREH Group of Companies Pty Ltd** (here in after referred to as **JIREH**) to Clients and prospective Clients by means of verbal or written submission, Curriculum Vitae or telephonically. Clients become liable for the placement fee as detailed below, within one year of such introduction immediately upon the commencement of service by the Candidate to the Clients, affiliated institutions or at any institution to whom the original client has introduced the candidate. Any subsequent introduction or effort by any other party, including the candidate, does not negate or limit the rights of claims of **JIREH** to these fees.

PERMANENT EMPLOYMENT

1. The placement fee becomes due upon commencement of service by the Candidate with the Client.
2. Fees are payable within **14 days** of date of invoice in order to validate the system of guarantee.
3. Timeous payment of fees will entitle Clients to a credit note should the Candidate leave the service of the Employer for any reason other than retrenchment and provided written notice is given within 14 days of the date of leaving.
4. Such credit note will be based on the following:

During the first month	(30 Days)	100%
During the second month	(60 Days)	40%
During the third month	(90 Days)	10%
5. **JIREH** will be afforded the exclusive right to find a suitable replacement candidate for a period of 30 working days.
6. The placement fee is calculated upon the total annual remuneration package offered to the candidate. This includes the basic salary, 13th cheque, bonuses, car allowances, company cars and any other related taxable benefits in favour of the candidate.
7. Such placement fee will be based on the following:
15%
8. Interest at 5% per month (compounded monthly) will be levied on all overdue invoices.
9. Should the Client default in payment of said invoice the Client will be liable for all costs incurred in recovering the amount claimed on the attorney and own client scale.

GENERAL

1. **JIREH** will bear all costs related to personnel recruitment, which it undertakes unless retained by the Client to undertake a specific campaign on its behalf. The costs of such a campaign will be agreed and authorized prior to its commencement. Advertising required in such a campaign will be expensed at cost.
2. All particulars of a candidate are strictly confidential and are made available on trust. Contactable reference from previous employers will be included wherever possible. Under no circumstances is the candidate or current employer to be contacted directly or indirectly for a reference without the express written consent of **JIREH**. Should such a breach occur,



the party committing it would be held liable for any injury and cost that may result.

3. While every effort has been made to carefully select candidates, **JIREH**, shall not be liable for any consequential loss, damage or injuries to persons resulting from introduction of a candidate.
4. **JIREH** will attempt to obtain or provide accurate details of candidates in terms of their qualifications, personal details and employment history. This is, however based upon information supplied by the candidate. **JIREH** can accept no responsibility for errors, omissions or misrepresentations and **JIREH** accepts no liability whatsoever for any loss, costs or damages caused, directly or indirectly by the candidate or the employment of the candidate.

Signed at _____ on the _____ day of _____ 2024.

Full Name _____

Signature _____

Designation _____

Company _____

Full Name _____

Signature _____

Designation _____

Company _____