

43 Mangold Street
Newton Park
Port Elizabeth
6000

P.O.Box 70297

Tel: 041 365 6020
Fax: 041 365 6030



17a Tyrell Road
Berea
East London 5214

P.O. Box 19453
Tecoma 5241
East London

Tel: 043 721 0948
Fax: 041 727 1419

Email: info@ikamvarecruitment.co.za
VAT: 4600217931

Vision

To provide a coherent and comprehensive service in developing a culture of learning, based on excellence and continuous improvement.

Our Mission

To place people who meet the changing nature of business and government in South Africa and to provide our clients with customized recruitment services and our candidates with a professional service.

Our Values

- Customer Focus – will ensure an understanding of specific needs and requirements to provide individual solutions
- Results Orientation with integrity, assures efficient and effective delivery.
- Quality Service – provision is underpinned by continuous performance improvement.
- Culture of Learning and innovation demonstrates a commitment to development, growth and creativity.
- Promote equity through strength in diversity.

Background

Black empowered company established in year 2000. Company that strives to assist clients with Permanent, Temporal and contract Placements, and a range of other recruitment and selection services. The company is owned and managed on hands on basis by black women. The company operates predominantly in the Eastern Cape Province and has two offices, in East London and Port Elizabeth.

One of Ikamva's key focus areas is the placement of affirmative action candidates in order to assist their clients meet their Equity targets in line with current labour legislation. We have established a sound database in this regard.

As a service provider we are committed to true services excellence and maintenance of good relationship with our clients and the applicants that we screen and place. We pride ourselves in having firm backing on all current labour legislation relating to recruitment and an IT support organization.

Objectives

- Maintain professional relationship with clients and job applicants by means of quality placements.
- Assist clients meet their Employment Equity strategic goals through meaningful placements.
- Assist clients to match specific job competencies to job requirements in partnership with clients by means of established processes.
- Meet the client's human resources needs by searching for quality people who are suitably qualified and/or have the potential to meet our client's business objectives.

Services Offered

- **Training (Specializing in Call Center Training)**
- Recruitment Advertising (Print Media)
- Recruitment and selection of permanent, temporary and contractual staff
- Mass Recruitment
- Data Capturing services
- Interviewing, screening and testing of candidates
- Response handling
- Comprehensive curriculum vitae development
- Follow –up and monitoring, after placements
- Reference check
- Verification of qualifications
- HR Policy development
- Business Development (Business Plans, Bookkeeping, Company profile, Feasibility Study, Loan facilitation)

Recruitment Advertising

Our philosophy is to market our client's vacancies as aggressively and imaginatively as possible by offering a cost-effective and "targeted" recruitment advertising solution.

Process to follow

1. Receive pre- approved copy from client emailed to Ikamva Recruitment
2. Ikamva Recruitment cleans up document and prepares correct format for setting of copy by Studio in the correct house style
3. Once studio has set copy in the correct house style, advert is returned to Ikamva Recruitment for proofreading
4. After proofreading, Advertisement is returned to the studio for the changes indicated
5. Advertisement is returned Ikamva Recruitment who checks changes, prepares quotation and sends an electronic format of the Advertisement along with the quotation to the client
6. Client liaises with Ikamva Recruitment with regards to changes and/or approval

7. Any changes are affected by the Studio and Ikamva Recruitment send another proof to client
8. On approval of Advertisement within deadline, Media Buyer books space with the relevant Media
9. Material is sent to the relevant Media
10. Calculation of number of pages and pagination
11. Gatekeepers – Preparing of pages for printing
12. Making of plates and negatives
13. Printing of Newspaper
14. Invoicing of client and obtaining tearsheet from newspaper

Response Handling

To offer a total recruitment solution, we employ highly skilled professional in the areas of recruitment and selection. Our methodology is in line with the latest statutes thus ensuring a balance between competencies required and fair employment practices. All our processes are fair, consistent and non-discriminatory.

Process to follow

- Receiving of CV's by post, fax, e-mail or collecting from a client
- Shortlisting of CV's according to specific criteria
- Providing a full report of the response handling details, including a detailed Equity Response Analysis
- Objective reference checking on request
- Personal presentation of the short listed CV's by a qualified Response Handling Specialist
- Arranging of interviews
- Regretting all unsuccessful candidates in writing, SMS or e-mail
- The option of an inbound call centre for the duration of the response handling exercise

Fields of Recruitment

Permanent, Temporary & Contract Staff

- Human Resources
- Finance
- Management
- Communication / IT
- Office support
- Engineering
- Technical
- Call center inbound and outbound

- Sales and Marketing
- Drivers
- Others

ORGANISATIONAL STRUCTURE

Name Surname	Race & Gender	Portfolio
Nomsa Mazibuko	Black Female	Managing Director
Vuyiseka Njaba	Black Female	Finance / PA
Ntsiki Njamela	Black Female	Branch Manager (EL)
Vacant	Vacant	Branch Manager (PE)
Chipo Belindah Makombe	Black Female	Recruitment Consultant (EL)
Vacant	Vacant	Recruitment Consultant(EL)
Natasha Berridge	White Female	Senior Consultant (PE)
Vuvu Caga	Black Female	Consultant (PE)
Claudette Brown	Coloured Female	Branch Secretary (PE)
Nozuko Velapi	Black Female	Branch Secretary (EL)
Bukelwa Sam	Black Female	Learner (EL)

43 Mangold Street
Newton Park
Port Elizabeth
6000

P.O.Box 70297

Tel: 041 365 6020
Fax: 041 365 6030



17a Tyrell Road
Berea
East London 5214

P.O. Box 19453
Tecoma 5241
East London

Tel: 043 721 0948
Fax: 041 727 1419

Terms and Conditions

1. Permanent Placements

Fees are determined by the total remuneration package offered to the candidate. This includes a 13th Cheque. All fees exclude VAT.

a. Fee Structure

Annual Package	Fee Percentage	Guarantee
Up to R29 999.00	13%	90 days
R30 000.00 - R99 999.00	14 %	90 days
R100 000.00 – R300 000.00	15 %	90 days
R301 000.00 and above	17%	90 days

Ikamva 's fees are strictly payable within 14 days of the commencement date of employment.

In the event that a candidate introduced by Ikamva, commences employment with your company within 12 months of the date that the candidate was referred to your company, your company shall be liable for immediate payment of the specified fee. The specified fee will also become payable in the event that your company introduces the candidate to another company, who then employs the candidate within 12 months of the date that the candidate was introduced to your company.

2. Terms of Guarantee

- 2.1 In the event of the candidate's employment being terminated for any reason except redundancy within the guarantee and the Guarantee are validated. Ikamva Recruitment will endeavor to provide a replacement – free of charge
- 2.2 Ikamva Recruitment must be given suitable opportunity to provide replacement candidates.
- 2.3 Credit: In the event of replacement candidates proving to be unsuitable for appointment – the client will qualify for a credit on their account with Ikamva Recruitment. If the candidate leaves within the first 30 days, a 75% credit of the placement fee will apply. If the candidate leaves in days 31 – 60, a 50% credit of the placement fee will apply. If the candidate leaves in days 61 – 90, a 25% credit of the placement fee will apply.
- 2.4 All requests pertaining to replacements must be submitted in writing to Ikamva

- Recruitment within 14 days from the candidate's last date of employment. If the replacement fee exceeds the original fee, the client shall be liable for the difference.
- 2.5 Should the client refer a candidate introduced by Ikamva Recruitment to another company or subsidiary or associated company within a period of six calendar months from the date of introduction, a full fee, shall, in accordance with the terms of the agreement, become due and payable.

3. Liability

Ikamva Recruitment shall not be liable to the client for any loss or damage sustained by the client arising directly or indirectly as a result of any action or omission by any person placed by the client.

4. General Conditions Applicable to all Services Permanent, Temporary and Contract Placements

- 4.1 When a candidate referred by Ikamva Recruitment is appointed by the client to another subsidiary/associated company, it will be considered as an acceptance of our Terms and conditions. The client will be liable for the payment of the fee structure.
- 4.2 Terms and conditions herein shall be deemed to be exclusive and applicable to each and every contract entered into between Ikamva Recruitment and the client. Any variation thereof will only be binding if in writing and signed by Ikamva Recruitment.
- 4.3 In the event that Ikamva Recruitment instructs its attorneys to institute legal proceedings against a client, the client undertakes and agrees to pay Ikamva Recruitment's legal fees on the scale as between attorney and client, collection commission, tracing fees and the like.
- 4.4 Ikamva Recruitment reserves the right to charge interest at the rate of 4 % per month on overdue balances.
- 4.5 Acceptance of the client's orders and requirements Ikamva Recruitment are governed by the terms and conditions herein.

5. Temporary Assignments

- 5.1 The assignee will be charged out at an hourly rate, based on skill and experience required for the position and will be determined on each instruction/order in agreement with the client.
- 5.2 Ikamva Recruitment's charges for the number of hours worked as listed On the timesheet, and a client's official's signature thereon shall be taken as confirmation thereof.
- 5.3 Ikamva Recruitment's terms of payment for Temporary assignments are strictly fourteen (14) days from date of invoice.
- 5.4 Normal overtime rates, as determined by the Basic Conditions of employment Act, will be charged.
- 5.5 Should an assignee accept an offer of permanent employment from a client, the terms and conditions relating to permanent placements will apply.
- 5.6 A four-hour guarantee will be applicable for an assignment. Upon notification, Ikamva Recruitment will terminate the assignment and no

fee shall be applicable.

- 5.7 Liability: Whilst every effort will be made to maintain high standards amongst its staff, Ikamva Recruitment shall not be liable to the client for any loss or damage sustained by the client arising directly or indirectly as a result of any action or omission by any person placed with the client.
- 5.8 The client shall notify Ikamva Recruitment immediately if a mandate is accepted, including when the assignee is re-employed or is employed in a permanent capacity.
- 5.9 The client confirms that their policies and work practice comply with the Current legislation. The assignee will be under direct control and supervision of the client. It shall be the responsibility of the client to ensure that the assignee complies with all the requirements and instructions given by the client.
- 5.10 Assignees will be employed by Ikamva Recruitment. Wages will be paid by Ikamva Recruitment. All statutory deductions will be paid over to the appropriate authorities.