



PLACEMENTS IN EDUCATION



**FEE STRUCTURE AND TERMS OF BUSINESS
EFFECTIVE FOR STAFF APPOINTMENTS WITHIN SOUTH AFRICA
(This Document is not applicable to Post Level 1 Teaching Posts)
Effective for all appointments confirmed after: 1 Feb 2011**

All fees exclude VAT

1. In selecting one of our candidates, the client is deemed to have accepted our terms of business as set out below.
2. Placement Fees are calculated into relation to the gross annual salary package negotiated with the candidate according to the fee structure below:

- **Senior Appointments, gross salaries >R300 000 pa 15% of gross annual package**
- **Middle Management - salaries <R300 000 pa 12% of gross annual package**
- **Admin and support staff – salaries <R150 000kpa 10% of gross annual package**
- **Sales staff where salary is basic + commission - subject to negotiation**
- **Head Hunting: by negotiation**

**ALL APPOINTMENTS for 9 MONTHS OR LONGER SUBJECT TO
A MINIMUM CHARGE OF R8000.00**

TEMP / PART TIME STAFF : Min charge of R1200 per appointment

3. Should the client not engage a referred candidate but introduce that candidate to another employer, or subsequently elect to employ the candidate within a six month period of the referral by PIE, the client will be liable for the fee incurred.
4. PIE accepts no responsibility for the misconduct of any nature whatsoever by an employee introduced to the client, nor is PIE liable for any claim arising between the client and a third party in respect of any such employee

PLACEMENTS IN EDUCATION
Ph +27 11 475 4230 Fax 0866842823
Suite 200 Priv Bag X 09 Weltevreden Park 1715 Gauteng
www.placementsineducaiton.co.za
eap@icon.co.za

5. The Placement fee due to PIE is incurred from the first day of employment of any applicant irrespective of any arrangement for trial periods. The fee is payable within fourteen days of the employment commencement date.

Interest at 2% monthly will be charged on overdue accounts

6. If the Client is not satisfied with the employee and notifies PIE within thirty days of the first day of employment, PIE will submit replacement candidates at no extra charge, provided the invoice has been paid within the first month of employment of the candidate

7. Should the employer fail to inform PIE of the appointment of a candidate at the time the candidate is appointed the fee shall remain due to PIE at the time the appointment becomes known. The fee chargeable shall be calculated on the salary being paid to the employee at the time the appointment becomes known and not that agreed at the time of the appointment.

**The above fees do not apply to teaching posts in Schools, or to appointments outside South Africa. For a copy of the Fees for Teaching Appointments or Fees outside South Africa please contact the PIE office on 011 475 4230*

AGREEMENT TO THE TERMS OF BUSINESS

To be completed and signed by the Employer or Principal of School

I, (full name), the authorised

representative of (name of Employer)

In my capacity as (designation)

Have read the Terms of Business of Placements in Education. I hereby agree

- To inform Placements in Education if I should appoint any candidate for which Placements in Education provides a Personnel Profile;
- To pay the Placement Fee for appointments within 30 days of the candidate taking up their post;
- To treat all Personnel Profiles as strictly Confidential, and to destroy profiles of persons we do not appoint in order to protect their personal details;
- To ensure that PIE Personnel Profiles or confidential personal information on those profiles are not divulged in any form to any person or organisation;

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Placements in Education may enquire about the success of interviews and appointments by phoning

(name of person)

who is (Designation of person) at this

company/ school on (phone no.).....

Signature of Employer

Date

