



Plan Manpower Limited

PROFILE

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PLAN MANPOWER LIMITED

LABOUR BROKERAGE

1. INTRODUCTION

Plan Manpower Limited provides recruitment and placement services to foreign companies that are tailored to fit the needs of the recruiting companies. With years of experience in placement of thousands of skilled and semi-skilled labour for various sectors in human resources, we believe will meet your LABOUR BROKERAGE SERVICES expectations in a cost effective manner. We will work closely with you from the beginning to the end of the process to ensure that we translate your needs into a working solution, your employee(s).

1. **Ability to Perform** – flexibility to scale operations as per the demand.

a) Ability to supply the wide range of skill sets, and handle a large volume.

- We have a history of competently handling recruitment requirements from our current clients who include various positions technical, retail and hospitality in Qatar, UAE and Bahrain.
- We have conducted large recruitment drives (physical interview) and done Skype interviews where the interviewer is not able to travel to Kenya.
 - The last one being in August 2019 where we had about 600 candidates lined up for interviews at Olesereni Hotel in Nairobi. The client is a leading facility management company in Qatar with branches in Bahrain and UAE.
- This was only possible because we do have highly qualified staff with the required academic and HR background.
 - We currently have two recruiters with hands on experience in human resource management and a few administration staff.
 - We can also outsource a more technical recruitment to our specialist partners.
- We have a vote of confidence from the ministry of labor based on recent audit process for all agencies which got our company accredited and approved by all government ministries.
- Our office is strategically located in downtown Nairobi and fully equipped with standard office furnishing i.e. Computers, laptops, good telephone lines and high-speed internet connections.

b) *Compliance of the Foreign Corrupt Practices Act (FCPA)*

- We believe in just and fair labor practices. We have not had any complaints from any quarters in our dealings so far. We are committed and ready to sign any declaration as the above.
- We have been ethical in our engagement and promise to continue that way.



c) *Company Ownership*

- This is a limited liability company that is owned and managed by family.
- Mr. Elias Terer and Mrs. Priscillah Terer are both owners and directors of the firm.
 - Elias is a recruiter with over 20 years' experience working with local and International companies.
 - Priscilla is an accomplished entrepreneur with over 10 years running and successfully managing the company.
- Plan Manpower Ltd does not have any associations with any other firm nor has a subsidiary in Kenya.

d) *Company years of existence and practice*

- The company has been in operation for 9 years and majority of our clients are in the Middle East specifically Qatar, Bahrain, UAE, Kuwait and Saudi Arabia. We are now focussed in European job market.
- To date, we have been able to deploy more than 2000 Kenyans to these countries.
- We are proud of the services we offer based on the positive feedback we often receive from the following;
 - Long term business relationships with current clients
 - Vibrant local relationships with relevant government and private enterprises
 - For example, Ministry of Youth and Sport and especially the National Youth Service (NYS) and Foreign Affairs Ministry.
 - We have positive feedback from deployed candidates and current job seekers.
 - We have complied with all government taxation laws and regulation.

2. PRICING/RATES

- For and in consideration of the Recruitment Services provided by Plan Manpower Limited, a client shall pay a consultancy fee (**hereinafter referred to as the “recruitment fee”**) of **one-month salary** being the consultancy charges.

- General and administrative fee (payroll management) shall be **10%** of the employee(s) one month's salary. Charged to the client.
- Proposed pricing and recruitment timelines are as indicated in the attached proposal.

3. CANDIDATE SOURCING, IDENTIFICATION AND PLACEMENT

The scope of the work for recruitment of staff for the client will cover the following;

- Review our current database of over 10,000 resumes and if no candidate is available to fill the position, we publish a job advertisement online or print media
- Advertising
 - If the right candidate is not on our database, we then determine the most appropriate advertising strategy and cost. This may be on various online job sites, where we prepare and publish the advertisement. However, if the advertisement needs to be put in print media we publish at our own cost.
 - We have partnered with **Brighter Monday** as an online job advertiser.
- Referrals and Head Hunting
 - Where the role requires certain specialised skill set, we have a well-established and quality network of candidates for referrals as well as use of social media accounts and profiles.



- Review all resumes received and identify their suitability to the applied job using the selection criteria developed by the client;
- Apply standard written and oral tests to each candidate selected for further screening and based on the results, shortlist to about 6 candidates for interviewing for each role;
- Provide all candidates resumes and test scores for the client to carry out spot checks of rejected candidates in relation to the selection criteria and the test scores;
- Provide a complete listing of all candidates not deemed suitable for testing with the reasons stated for their lack of suitability; and
- Provide a complete listing of all candidates tested with their scores per test and an indication of those short-listed for interview (maximum of 6 per advertised role.)
- Arrange physical or Skype interviews for the shortlisted candidate as per the client's request.
- Conduct background screening and certifications checks on the candidates.

4. INVOICING

- Our current process is as per contract agreed upon by various clients. Standard invoices may include the following:
 - Reference number
 - Date
 - Descriptive details of the services to be paid for
 - Company bank account details
 - Currency to be used for payment
 - Payment on invoice should not exceed 45 days.

5. FACILITIES

- We are currently located at the Nairobi Central Business District (CBD) opposite the former American Embassy in a historic and prestigious building (Development House).
- More office space can be availed to us by management if a need arises.
- The facility has the below:
 - The building is well maintained, clean and with satisfactory security personnel.
 - We have high speed internet connection in our office provided by Safaricom Ltd.
 - The building has other fiber cables in case we need to change the current provider.

6. CONTINGENT LABOR SUPPORT

Employee Management

- The employer will ensure that employees' pay is credited to Plan Manpower's account on time.
- We will be responsible for ensuring that the employee's net pay is credited to the employee's bank account and send proof of pay to the employer.
- We shall maintain a database of employee's next of kin information and contact details.
- The employer will pay Plan Manpower 10% management fee of the gross pay of each employee (on duty). (This can be argued in percentage form or standard figure per employee e.g. \$80)
- We will maintain a database of employees on leave.
- The employer will provide return ticket and visas for each employee.



- We will follow up with employees when their leave expires, distribute their tickets and visas, and, make sure they report back to work.

Travelling/Out of Pocket Allowances

- Where these are necessary, we advance the same to the employees who require the same within 24 hours via bank and bill the client as agreed.

Payroll Management

- Deductions on salaries such as PAYE, NSSF and NHIF are NOT applicable because Kenyans working abroad are exempted from tax and other deductions.
- Plan Manpower shall be responsible for processing the employees pay as outlined on the sheet attached.
- Upon the agreement with the employer, the employee should be given 10% of their pay at end month (in cash) while 90% is remitted to their respective bank accounts.
- No further deductions shall be made on the employee's net pay.

Legal Compliance

Compliance with employment legislation:

- We shall ensure the employer abides by the stipulated legislation in line with the Employment Act. These include:
 - Leave entitled: The employees to be given annual leave among other benefits.
 - Contracts management
 - Taxes, Social Benefits, Insurance
 - As the profile indicates, all deductions such as PAYE, NSSF, NHIF are not applicable to a Kenyan migrant worker.
 - Expected/Required Vacation, Severance Etc.
 - Annual leave as per labor laws.
 - i. An employee shall be entitled –
 - a) After every twelve consecutive months of service with his employer to not less than twenty-one working days of leave with full pay;
 - b) Where employment is terminated after the completion of two or more consecutive months of service during any twelve months' leave-earning period, to not less than one and three-quarter days of leave with full pay, in respect of each completed month of service in that period, to be taken consecutively.

7. TRAVEL PLANS

Plan Manpower Limited as earlier confirmed is able to process travel plans for joining staff upon submitting all required documents. These include:

- Passport acquisition assistance
- Police clearance certificate
- Air ticket booking
- Airport transfers

8. MEDICAL TESTING

- We have partnered with a reliable medical testing center (Under GAMCA).
- They have provided their services to us for over 4 years now.
- We do forward names and passport details of the selected candidate who has signed the offer letter to the laboratory.
- The laboratory shall forward the candidates medical results together with the invoice to our office.
- We shall thereafter effect payment through bank transfer or Mpesa.

