**SHAMZA CONSULT COMPANY LTD**

**Always there for you**

**P.O.BOX 522-20500 NAROK**

**Tel +254712147124/+254739904901**

**Terms and Conditions of Job candidates**

1. Must be above 18 years of age with a Kenyan ID or passport, and of sound mind
2. Must adhere to the terms and conditions of the company to the later.
3. Must be under the company’s selected agent of his or her operational market or region, and follow the issued instructions by the agent.
4. Should help the company’s agent only in setting of the reasonable market prices for the services offered.
5. In case of a sense of threat of any kind, dispute or misunderstanding between him/her and the client, he/she should first contact his/her agent and, or the company’s secretary for directives.
6. Must have the company’s identification card on display with his/her official name and position in the company especially at the work station.
7. Must contact his/her agent and/or the company’s secretary upon the completion of a given task before leaving his/her work station.
8. Must be highly considerate of his/her personal hygiene, time, language, integrity, appetite, professionalism and privacy, amongst such values, especially at the work station.
9. Would be responsible for his/her personal expenses inclusive of transport to and from the work station.
10. Should highly focus on the job at the work station and try to minimize on the distractions, so as to complete the given task within the set timeframe by the agent.
11. Would only be paid by the company and should not discuss the pricing of the services offered with the client at all costs.
12. Would be paid less by 20% of his/her total pay by the company.Any change on this shall be communicated prior.
13. Must verify the authenticity of the agent in his/her operational market/region, either by checking on the company’s website for his/her name, or call the company’s secretary via the contacts on the website or business card, failure to which the company will not be liable for any lose, damages and disputes that may arise.
14. Must specify his/her skills or job he/she can best do to completion comfortably, in his/her application.
15. Must write two immediate family members with their working personal contacts during the application process; they shall be contacted for authenticity.
16. Shall only be paid on the set day by the company, either via the bank account, MPESA or Airtel money, or any other electronic means, but not in cash in person or such like means.
17. Shall first pay for the registration fees set by the company during the application process, only via the selected medium; at the moment, it is the Till Number or the Paybill on the company’s website. At the moment, it is ksh.200 but any changes on this shall be communicate in advance.
18. Shall be fully liable to any “avoidable” damage, lose or dispute at the work station, and he/she must always be very sensitive and careful at the work station.
19. Shall always respect the company’s privacy and keep off from either tainting its reputation or assist in such like practices whatsoever, whether still working with the company or not. Breach to this may lead to stern action by the company.
20. Shall not work for the clients introduced to them by the company, within six months right from the time of introduction without going through the company whatsoever. If he/she breaches this, then the set fee and or penalty by the company must first be paid by him/her to the company, and the company won’t be liable to any lose, damage or dispute that may arise between him/her and the client; at the moment, the set fee is ksh.500 only, and any changes on this shall be communicated in advance.
21. Should kindly adhere to all other directives to the latter from the company management for efficiency.Failure to which attracts a stern action from the company.