



SELECTIVE OUTSOURCING SOLUTIONS

"Your Bridge to a better future"

- **Manpower Recruitment Solutions**
- **Training and Development**
- **Outsourcing Services**
- **Consulting Services**





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SELECTIVE OUTSOURCING SOLUTIONS

MANPOWER RECRUITMENT, TRAINING AND CONSULTANCY

Our Story

More than 15 years ago, selective outsourcing solutions ltd. was founded by our Director in the year 2005. She used to visit the Middle East, America, Asia and a better part of the world quite frequently for other trade business. During this trips she realized that there was a lot of job opportunities and she decided to become a link between job seekers in Africa and organizations globally. She has since then been able to work with and improve the lives of more than 1,000,000 job seekers and their families. Her passion in bringing people together has built Selective Outsourcing Solutions from the ground up and given it a respectable reputation out there and locally.

Selective outsourcing is a world class licenced recruitment firm that is passionate about bridging the gap between employees and employers globally. We are located at the capital and largest city of Kenya (NAIROBI), we have a branch office in Mombasa, we have a registered office in Doha Qatar CR No.180518. a representative office in Doha and Dubai.

Having been in this business for many years we are able to provide complete manpower recruitment, outsourcing and training Solutions. We have achieved this by ensuring that we deploy quality, qualified, and trained staff with the overall objective of ensuring we meet our client's needs. We value the quality of the service we offer thus we put a high premium on the value of trust and faith bestowed to us by our clients. In this regard we ensure that from the start of the recruitment service to the final deployment of the job seeker, quality services are performed. We value you, your precious time and resources.



Staff brainstorming in the boardroom, SOS Headquarters, Nairobi Office



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Vision

To be a bridge between employees and employers globally.



Mission

To provide world class manpower staffing and outsourcing services to companies across the board, at optimal resource utilization that will ensure low cost and high quality services.



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Values

Passion – we are passionate about our business, our brand and our customers. We strive to serve our customers through the high quality of our service.

Positivity - we aspire to maintain a positive attitude by always expecting the best possible outcome in every situation. We exhibit a 'can-do attitude' in our work every day when we interact with our colleagues and clients.

Professionalism - we are committed to professionalism and excellence.

Integrity - we think and act with integrity. We must earn our reputation every day.

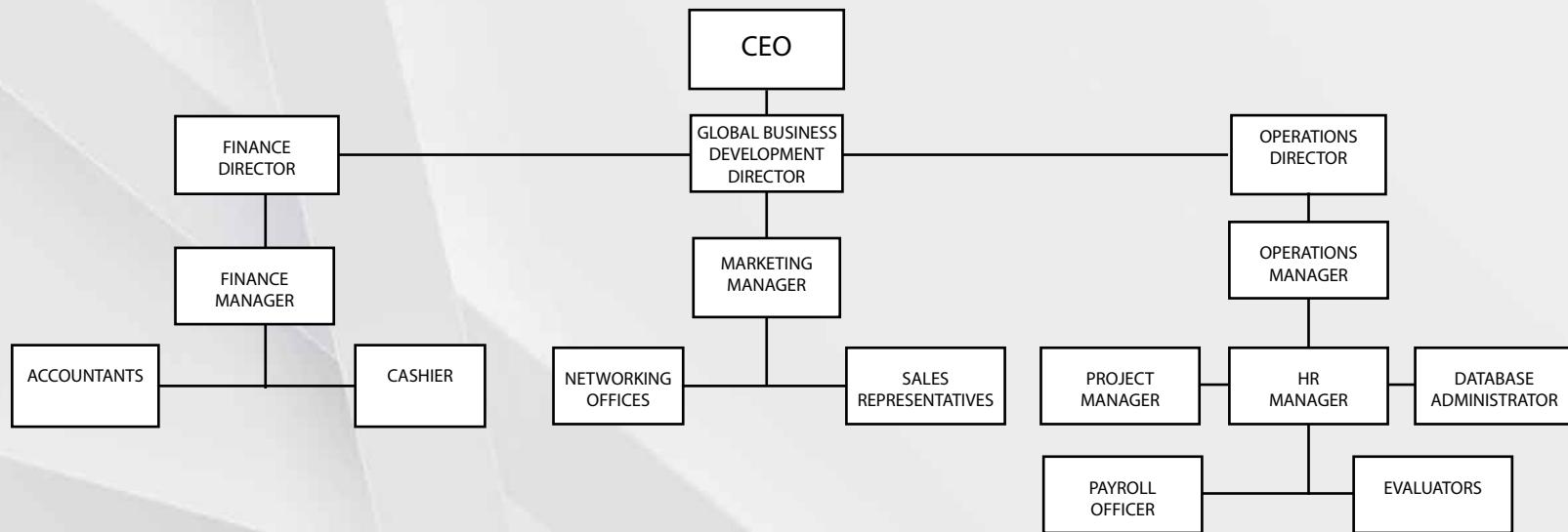
Collaboration/ Team- work- through collaboration we multiply our contribution. Together, we are stronger and can contribute more. Shared goals and mutual support leads to greater success. Putting the interests of the whole company before each individual branch.

Innovation - we act with a sense of urgency. We are innovative and creative. We are encouraged to question, participate and make recommendations. We value leadership. With flexibility and innovation we produce new value.

OUR TEAM & INFRASTRUCTURE

We are equipped with powerful integrated recruitment technologies and have a team of seasoned expert recruiters. We have all the latest facilities in the areas of communication, frequent transport etc., and leading to expedition of the entire process. Additionally, all our recruiters have significant management experience. For most of the posts, they have “been there and seen it all”. They understand the job requirement completely and appreciate that it is the human resources that is the backbone, of an organization’s success.

ORGANIZATION CHART





SELECTIVE OUTSOURCING SOLUTIONS

MANPOWER RECRUITMENT, TRAINING AND CONSULTANCY



CEO
JANE N.
MWAURA



GLOBAL BUSINESS
DEVELOPMENT DIRECTOR
ANDREW N
MBURU



FINANCE DIRECTOR
ERIC K.
NTUTU



OPERATIONS DIRECTOR
MARIESTESSY N.
MWAURA



HR MANAGER
JANE W.
MUTURI



FINANCE MANAGER
SUSAN W.
MWANGI

MEET THE TEAM



SELECTIVE OUTSOURCING SOLUTIONS



Jane .N. Mwaura

CEO

✉ +254 722 280 963

✉ mwauraj36@gmail.com

✉ hrsosrecruits@gmail.com Ⓛ www.sosrecruit.co.ke



MEET THE C.E.O

Dear All,
A VERY NICE AND WARM WELCOME TO YOU ALL!

I have serviced big corporates, in the course gained deep insight in this field. You can never go wrong in entrusting us to meet your staffing needs.

Business is maximizing output while minimizing costs. We help firms achieve this. We have more than fifteen years of experience in the corporate world backed up with a competent team, we will optimally manage your staffing demand, provide skilled and competent manpower and ensure the best results.

We value our clients and their demand is our command. We as Selective Outsourcing Solutions aim to build long term relationships with our clients. You can never go wrong by choosing our services.

Thank you for choosing Selective Outsourcing Solutions Ltd. as your business partner. We assure you our best of services at all times.

Yours Sincerely,
JANE MWAURA.





SELECTIVE OUTSOURCING SOLUTIONS

QATAR



Andrew .N. Mburu

Country Director - Qatar

✉ +974 3152 5104 or
+974 6640 6924

✉ hrsosqatar@gmail.com ✉ sosandyqatar@gmail.com
✉ hrsosrecruits@gmail.com Ⓛ www.sosrecruit.co.ke



MEET THE GLOBAL BUSINESS DEVELOPMENT DIRECTOR

Dear All,

I am the first point of contact a new potential client will have with our company. Selective Outsourcing Solutions. It is my responsibility to introduce the company to the key clients and build long standing and successful relationships with them.

An opportunity without security may not feel much like an opportunity. It is my job to ensure that the working environment for the selected immigrant workers is secure. Our organization secures the wellbeing of our workers, keeping close contacts with them and ensuring they do a good job.

We believe in professionalism and do our best to select the best suited candidates. We match talent with opportunities in this region of the Gulf. My main task is to oversee that our Corporate Clients get the talent they need to improve their companies, and for job seekers to get employment.

Yours Sincerely,

ANDREW MBURU (DOHA, DUBAI OFFICE)

SOS TEAM AT WORK





15

years in
Operation

50+

800,000

5,000

50,000

Repeat
Clients &
Growing

Candidates
Placed
Successfully

Vetted
Candidates In
Our Database

Cvs In Our Cv
Databank



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Career Consultancy

We address the lack of intersectionality and diversity, equity, and social inclusion (DESI) broader gender equality efforts, strategies, and organizational development. We provide high-quality, individually tailored GBV and DESI services for government agencies, international and national organizations and businesses, the United Nations, community-based groups, and individuals.

Office Networks

We provide easy access to the best talents with a wide spread network of offices located in several cities of the country. While our Head office is located at Nairobi, Kenya, We also have international associates worldwide in: Rwanda, Tanzania, Tunisia, Uganda, Ghana, Ethiopia, Egypt, Morocco India, Pakistan, Nepal, Philippines, Bangladesh just to mention a few. Our wide spread network enables us reach out to the widest audience, meeting all the recruitment needs of any organization.





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Below is an overview of our services:

Recruitment

We recruit and retain the highest calibre of experienced employees with proven ability of providing customer service excellence at all times.

SOS specialises in the effective manpower supply of skilled, semi-skilled and un-skilled workers. We work with various corporate giants in QATAR, OMAN, U.A.E, BAHRAIN, KUWAIT, SAUDI ARABIA, MALAYSIA, AFRICA, ASIA PACIFIC COUNTRIES and EUROPEAN COUNTRIES.

With each assignment we undertake to become fully conversant with the needs of the organisation, based on either specific position requirements or particular person specifications identified.

We are confident that we can provide the skills, methodology and experience necessary to meet requirements. Our interviewing and reference checking techniques along with our objective assessment provide us with the basis for minimising many of the risks inherent in selection.

INDUSTRIES WE SERVE





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A black pen lies diagonally across a white legal contract document. The document contains several numbered clauses, some of which are bolded. At the bottom, there is a section titled "LEGAL CONTRACT" with a note about accepting the terms. There are two signature lines at the bottom, one for "ACCEPTOR" and one for "CONTRACTOR".

1. **DEFINITION OF TERMS:** As used in this Agreement, the term "Contractor" means [REDACTED] and the term "Accepter" means [REDACTED].

2. **GENERAL PROVISIONS:** The parties shall enter into this Agreement in accordance with the following general provisions:

3. **TERM:** This Agreement shall commence on [REDACTED] and shall remain in effect until terminated by mutual agreement or by either party giving [REDACTED] days written notice to the other party.

4. **EXCLUSIVITY:** The Contractor shall not engage in any other business or activity that competes with the Accepter's business during the term of this Agreement.

5. **CONFIDENTIALITY:** Both parties shall keep all information received from the other party in confidence and shall not disclose it to any third party without the prior written consent of the other party.

6. **DISPUTE RESOLUTION:** Any dispute arising out of or relating to this Agreement shall be resolved by arbitration in accordance with the rules of the American Arbitration Association.

7. **GOVERNING LAW:** This Agreement shall be governed by and construed in accordance with the laws of the State of [REDACTED].

8. **ENTIRE AGREEMENT:** This Agreement contains the entire agreement between the parties and supersedes all prior negotiations, understandings, and agreements between them.

9. **AMENDMENTS:** Any amendment to this Agreement must be in writing and signed by both parties.

10. **NOTICES:** All notices under this Agreement shall be in writing and shall be delivered by [REDACTED] to the address specified in the first paragraph of this Agreement.

LEGAL CONTRACT: This is a legally binding document. If you do not accept the terms, please contact us within [REDACTED] days.

ACCEPTOR: _____ DATE: _____

CONTRACTOR: _____ DATE: _____

REQUIRED DOCUMENTS

The requirement of document usually varies from country to country but principally these types of documents are essential.

Demand Letter

Addressed to authorizing Selective Outsourcing Solutions Ltd. Mentioning the number of workers required in each categories with salary, hours of duty, food, accommodation & benefits to workers.

Power of Attorney

Addressed to authorizing Selective Outsourcing Solutions Ltd. Kenya to be true and lawful attorney and agent.

Service Agreement

Employing Company should provide us with a service agreement between company and recruitment agency.

Guarantee Letter

Documents should be duly sealed by the Ministry of Foreign Affairs, Chamber of Commerce or concerned Government Authority and Embassy of the respective country.

Tel. : +974 4493 1870
Fax : +974 4483 1730
E-mail : information@kenyambassydoha.com
Website : www.kenyambassydoha.com



EMBASSY OF THE REPUBLIC OF KENYA
West Bay, Zone 66, Street 840, HSB No. 131
P.O. Box 23091 Doha, Qatar

KEDO/LAB/1A/VOL II (58)

7th October, 2013

TO WHOM IT MAY CONCERN

The Embassy of the Republic of Kenya in Doha wishes to introduce **Selective Outsourcing Services (k) Ltd**, a recruitment, placement and outsourcing company, registered in Kenya.

Selective outsourcing Services is a Kenyan reputable company working closely with the Ministry of Foreign Affairs and the Ministry of Labour of the Republic of Kenya and has a well-established track record in their services.

The company wishes to partner with Qatar Agencies and Companies for supply of manpower (Technical, Skilled and Professional) from Kenya and Africa at large.

Please find attached their company profile for your favorable consideration.

Any assistance accorded to them will be highly appreciated.


BJ. Chemoiwa
FOR: AMBASSADOR



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SELECTIVE OUTSOURCING SOLUTIONS

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Our Human Resource recruitment process

SOS follows a well-defined process and method. As an International recruitment agency, we cater to the needs of diverse industries like Construction, Health Care, Hospitality, Operation & Maintenance, Transport & Logistics, Oil & Gas, Manufacturing Industries, Security & Guarding and so on. International companies normally issue a demand letter detailing job spaces, letter of authority empowering sources to act as their recruitment consultants in Kenya and to deal with visa and other procedures.

The overseas company also forwards a draft of employment agreement between the employer and employee. **SOS** then initiates the process of calling for applications from candidates, shortlisting and then calling selected candidates for tests and oral interviews either by the employer or his authorized representative at suitable locations in Kenya. **SOS** the HR recruitment agency provides logistic support. Sometimes employers abroad delegate responsibilities to **SOS**. As an overseas placement agency, we follow a defined process to ensure selection of only the perfect candidate matching the job profile.

Industry experts in each field are called upon for interviews and tests jointly carried out with executives in HR specialization at **SOS**. We also arrange for medical check-ups of selected candidates at authorized centres. This is followed by initiating the visa process with the Embassy of the country of the employer, followed by the ticketing and immigration processes. We also give a basic orientation program for chosen candidates prior to leaving Kenya, informing them about labour laws of the country of employment, the work environment in the company and other information.



SECURITY GUARDS NEEDED IN QATAR

DOCUMENTS REQUIRED:

- Valid Passport
- CV

BENEFITS:

Accommodation, Transport, Food and Medical Insurance Provided

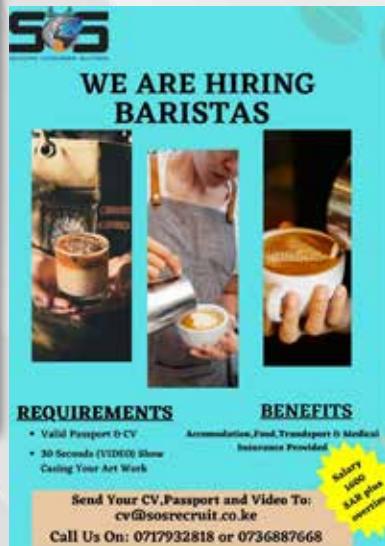
To Apply send Cv/Passport & Supporting Documents To:

cv@sosrecruit.co.ke

Call Us On: +254717932818
OR +25473687668

LOCATION: Westlands Arcade, Ground Floor - Next to Naivas

SALARY: 1700 QAR



WE ARE HIRING BARISTAS

REQUIREMENTS

- Valid Passport & CV
- 30 Seconds (VIDEO) Show Casting Your Art Work

BENEFITS

Accommodation, Food, Transport & Medical Insurance Provided

Send Your CV, Passport and Video To:
cv@sosrecruit.co.ke

Call Us On: 0717932818 or 0736887668



URGENTLY NEEDED

WE ARE HIRING

FIFA WORLD CUP Qatar 2022

300 BUS DRIVERS FOR FIFA WORLD CUP IN QATAR

BASIC SALARY: QAR 2200 PLUS OVERTIME = (70,000KSHS)

BENEFITS

- ACCOMMODATION & FOOD PROVIDED
- TRAVEL COVER
- INTERNATIONAL DRIVING LICENSE
- FREE WIFI

REQUIREMENTS

- VALID PASSPORT
- VALID DRIVING LICENSE (B/C)

Send CV to: cv@sosrecruit.co.ke
CONTACTS: +254717932818 / +25473687668
VIRTUAL INTERVIEW DATES: 25th MARCH
LOCATION: WESTLANDS ARCADE JEWELLERY FLOOR, 2ND DOOR ON THE LEFT



WE ARE HIRING

SOS
SELECTIVE OUTSOURCING SOLUTIONS

DOOR MAN - 1000 SAR

BELLMAN - 1000 SAR

HOUSEKEEPER - 1200 SAR

BARTENDER - 1200 SAR

REQUIREMENTS:
UPDATED CV & VALID PASSPORT

Benefits: Provided Accommodation, Medical Insurance, Transport, Food Allowance (300 SAR)

Apply Now

cv@sosrecruit.co.ke

Call Us On: **0717932818** or **0736887668**

location: **Westlands Arcade, Ground Floor-Next to Naivas**

INTERVIEW BRIEF



RECRUITMENT BRIEFING



INTERVIEW BRIEF



DRIVERS INTERVIEWS AT KASARNI FOR THE FIFA WORLD CUP



INTERVIEWS FOR FIFA WORLD CUP



RECRUITMENT EXERCISE



ORAL INTERVIEWS ONGOING



ORIENTATION OF SELECTED CANDIDATES



ORIENTATION OF SELECTED CANDIDATES





DEPLOYMENT OF SUCCESSFUL CANDIDATES



SUCCESSFUL CANDIDATES DEPLOYMENT



DEPLOYED SECURITY GUARDS



DEPLOYED FIFA WORLD CUP 2022



CANDIDATE / WORKERS TESTIMONIALS



Security Job

I thank God because I have been looking for a Security Officer job for 2 years with no luck. I was advised by a friend to apply with SOS Recruits, and I was called for an interview and later recalled for some briefings, and we were oriented.

Next thing I know, I was advised that I was to be placed in Bahrain with a big firm, where I am now working. The process was remarkably simple, considering all I was thinking, and what I was told by others.

So now I have been here in Bahrain for 8 months and I am really excited.

*John Paul Otieno,
From Homa Bay, Kenya (Working in Bahrain).*



Driver Job

My name is Musa Hassan, from Voi, Kenya. I have been struggling with off and on jobs with various trucking companies in Kenya, but nothing solid and committal. I saw an advert on Facebook about some company called SOS Recruits. I was skeptical at first, but I was proven wrong very quickly.

Not only did I get a job in remarkable time, I was also able to get my passport done quickly and I am now a company driver for a long-distance truck hauler company in Doha. They made what was a rather hard and long process look like a joke. I am so impressed and I would recommend any of my friends to try working with SOS Recruits. Now I am able to send support to my family at home. I thank God.

*Musa Hassan,
From Voi, Kenya (Working in Doha).*

COOPERATE TESTIMONIALS

Dear Team,

We acknowledge receipt of your email regarding the deployment of 800 drivers from SOS who are now in training awaiting to serve at the Global event of FIFA World Cup 2022. Thankyou for your Co operation and continued support. Looking forward to working on more projects together.

*Yours Sincerely,
FIFA World Cup Group.*

Dear Team,

We want to take this opportunity to thank SOS for Sourcing for us 300 effective employees. you have proven to be more valuable than anticipated. Your vast database of employees has truly paid off.

Top Manufacturing Company (SAUDI ARABIA)

IT PROFESSIONALS

1. IT Professionals (Software Engineers, Designers, Specialized IT)
2. Consultants, SAP Consultants and Technicians, Oracle Experts)



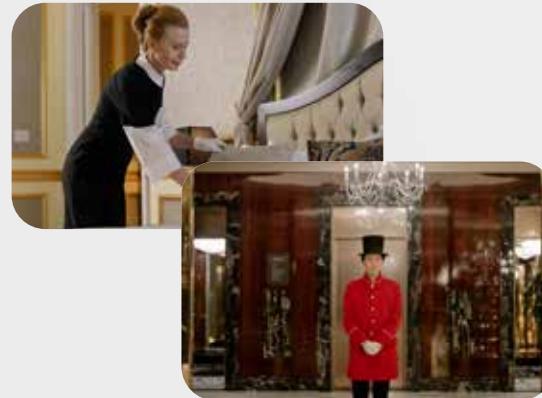
ENGINEERING

1. Engineers (Hardware, Telecom and Networking)
2. Engineers (Civil, Mechanical, Electrical, Chemical etc)
3. Oil and Gas
4. Technical Staff (HVAC, HSE, Refrigeration, Electrical etc)



HOTEL & HOSPITALITY

1. Hotel and Hospitality
2. Front office
3. Waiters
4. Waitress
5. House keeping
6. Maintenance
7. Chefs
8. Butlers



HEALTH CARE

1. Health care
2. Cleaning/ Housekeeping
3. Health care
4. Care givers
5. Nurses
6. Cleaners



Office / HR/ Management

1. Top Executives and Management Executives
2. Marketing and Sales Professionals (VAN Salesmen)
3. Supply Chain, Procurement, and Factory Professional
4. Telemarketing, Administrative and Customer Support Professionals
5. Office Secretaries and Executive Secretaries and



Others

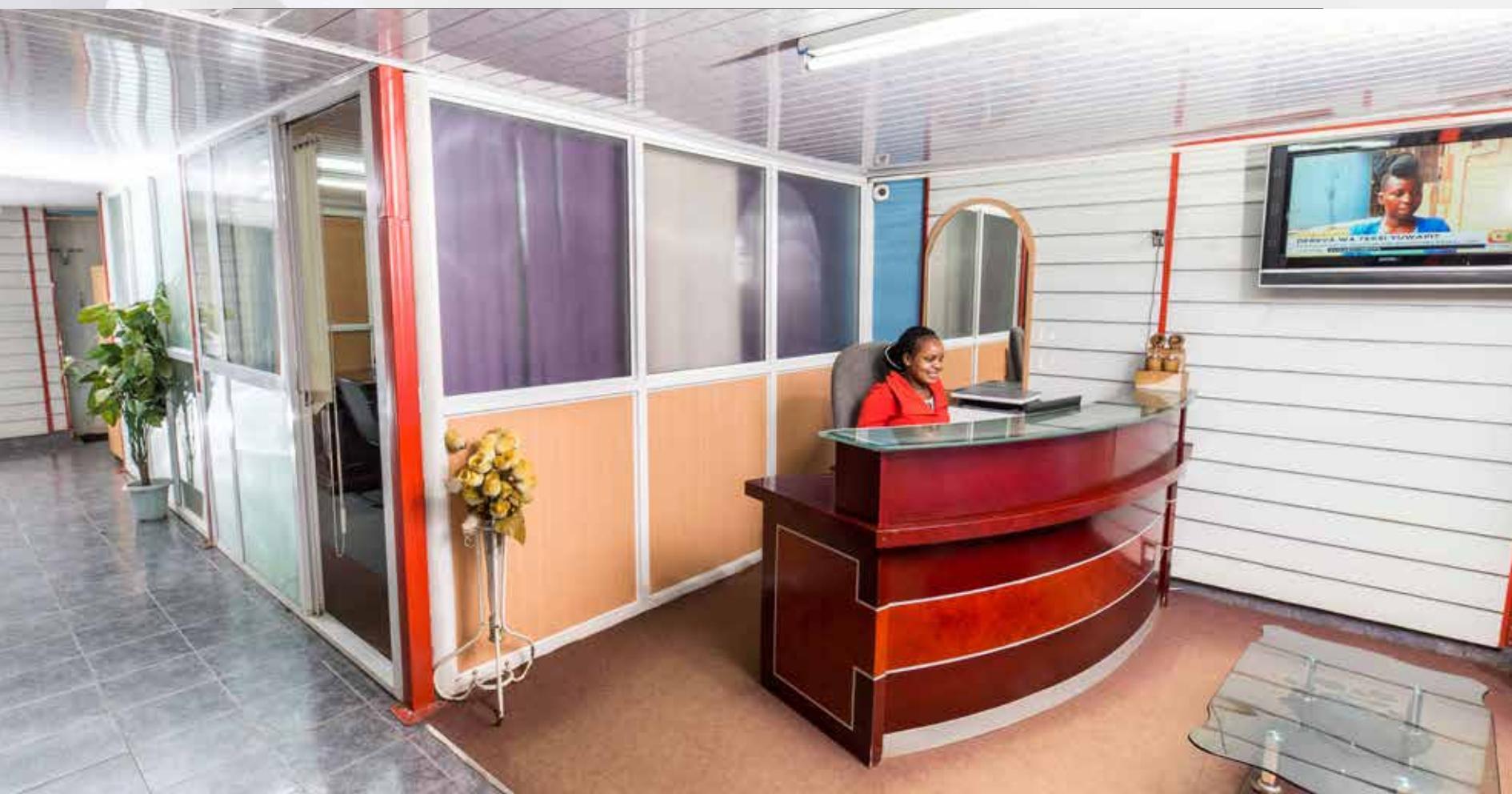
1. All Kind of Labours (Shelter, Carpenter, Masons, Panel Beater)
2. Heavy equipment/ Driver
3. Power and Water
4. Security- residential, private, official, bank and industrial.
5. Garments and Textiles.





SELECTIVE OUTSOURCING SOLUTIONS

MANPOWER RECRUITMENT, TRAINING AND CONSULTANCY



Our Clientele

SOS is suitably qualified to assist you in this important assignment. Our professional staffs have been extensively engaged in similar assignments for local and multinational companies. Our rich client list, presented below, gives us confidence to demonstrate our ability to recruit the vacancies in almost every industry around the world.







SELECTIVE OUTSOURCING SOLUTIONS

"Your Bridge to a better future"



+254 717 932 818, +254 736887668,

+254 769376194,

+974 3152 5104 or +974 6640 6924

hrsosrecruits@gmail.com,
cvsosrecruits@gmail.com,

P.O Box 26662 – 00504, Nairobi, Kenya



Westlands, Westlands Arcade,
Ground Floor, 3rd Door on the left



Al Rufaa Tower, 1st Floor - Room No. 8
Al Maarif - Street, Doha, CR No. 180518



sosrecruits@gmail.com



www.sosrecruit.co.ke