



COMPANY PROFILE

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PROFILE

Philip Rubin founded I.T. Outsource in 1997 after having been a software analyst/developer at various corporates in Cape Town for about 10 years.

The company's main business is the recruitment, selection and placement of permanent and contract IT personnel and the delivery of entire I.T. solutions. We also have our own recruitment database software package called "Agency Enable" that we distribute to other recruitment consultancies around South Africa.

Mr Rubin is also currently a Information Systems lecturer at Varsity College on a part-time basis, for two afternoons a week. This keeps IT Outsource up to date with trends in IT while at the same time hopefully adding value to learners in the industry.

From it's inception I.T Outsource made it a policy that candidates and clients would be dealt with in the highest professional and ethical manner. IT Outsource is a member of the **Information Technology Association** (ITA) and is accordingly a signatory to its code of ethics. Philip Rubin is **chairman of the Resource Consultancy (ITARCS)** sub-committee of the ITA and serves on the committee of the ITA Western Cape.

We are here to add value and the moment we fall short on this promise, we see no point in being in business.

OUR VISION

- To ensure that in everything that we do we contribute to a higher level of professionalism and ethics in the recruitment industry and in the I.T. industry as a whole.
- To provide the best possible resources to our clients with the best turnaround time and in a way that clients and candidates are dealt with in a dignified and professional manner, and to charge market related rates in a fully transparent manner.
- To keep developing and maintaining a best of breed recruitment software package that allows users to deliver the best possible service to their clients.

MAIN ACTIVITIES

- **Recruitment of permanent and contract personnel** for the IT industry. We recruit for any IT related positions, from data capturers to call center people to network administrators, programmers, project managers, DBA's, IT Managers, web content editors, project co-coordinators and web designers etc. At any point in time we have many contract staff on site at clients. We pay these staff monthly and then invoice the clients. See Appendix A for recruitment terms.
- Developing **bespoke software** and databases for clients. We have the skills to design databases, undertake business analysis and develop client-server systems. We have developed excellent data cleaning tools and expertise and specialize in data extract, transformation and loading between MS Excel, MS Access and MySQL.
- Consulting to clients on IT **skills management** and development.
- Consulting to candidates on skills acquisition and **career paths**.
- Developing and maintaining our **best-of-breed recruitment software** database package that we distribute to other recruitment agencies. We prefer to sell this to agencies that we don't regard as direct competition to ourselves as recruiters. See Appendix B for details.
- In 2008 we also commenced offering services in documentation, technical writing, authoring of procedure and policy manuals, etc.

CONTACT DETAILS

CAPE TOWN

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Three Anchor Bay,
Cape Town, 8005

Postal Address: PO Box 27174, Rhine Road, 8050

Web Site: www.ito.co.za



APPENDIX A

RECRUITMENT TERMS

Resumes are provided to clients on the following basis:

- Confidentiality: The application and information included in the resume should only be disclosed to persons relevant for employment for this position unless prior consent has been attained from IT Outsorce. Reference checks or enquiries concerning the candidate should not be made without the candidate's consent.
- Accuracy: Resumes have been compiled by or on the basis of information supplied by the candidate. No representation of accuracy, reliability or completeness is given by IT Outsorce and no responsibility arising for any reason from errors, omissions or in negligence is accepted by IT Outsorce.
- Fee Liability: For the purposes of fee liability, candidates submitted will remain a candidate of IT Outsorce for twelve months from the date of most recent submission.
- Notification of Duplicates: Should a candidate's CV already be in the possession of the recipient from a source other than IT Outsorce, the onus is on the recipient of this CV to notify IT Outsorce as such within 48 hours of this CV having been dispatched by IT Outsorce. Failure to do so within this period will in no way relieve the recipient from fee liabilities
- Our standard commission rate for permanent placements is **15%** of gross annual salary and our mark-up is **20% on contractors** (for minimum 6-month contracts). The permanent fees are negotiable for preferential clients
- We offer a three month guarantee on all permanent placements
- All our applicants, contractors and permanent, are screened by our qualified and experienced IT staff
- We will not flood you with CVs. We have a thorough candidate screening and short-listing process
- We will not initiate any communications with any of your employees with the intention of recruiting them

APPENDIX B

AGENCY ENABLE RECRUITMENT SOFTWARE

Agency Enable allows a recruitment consultancy or a company to manage all aspects of the recruitment cycle and with its sophisticated search and tracking facilities it is guaranteed to give your business a competitive edge.

Save time. Save money, have information at your fingertips.

The system enables users to manage:

- Client and client contact information
- Details of communications between consultants and clients, and reminders
- Curriculum vitae of applicants – with sophisticated search facilities
- All job vacancies – with a skills search facility to match jobs to applicants
- Details of which CVs were referred to which clients, when, and for which vacancies
- Interviews arranged between applicants and clients
- Placements, i.e. start date, salary, commission details
- Information on contract / temporary personnel working for the consultancy, contract details, timesheets and payslips
- Tracking of advertising expenditure by media and by client
- Management of invoicing and consultant's commissions, with monthly views of totals and comparisons to last year

Key Benefits of the Agency Enable system

- A searchable database of Applicants. Search on: multiple skills, salary, current and previous job titles, include/exclude current and previous employer(s), seniority, active/inactive, AA, qualifications, industry, work location, residence location, and more.
- Tracking of CV referrals and regrets
- Tracking of interviews, job offers and regrets
- Tracking of phone/fax/email communications with agencies and with applicants with reminders and report on clients that need to be contacted
- Management of contractors, terms of their contracts and their timesheets
- Close tracking of invoicing, commissions to consultants and payslips for temp staff
- Network enabled for access by multiple users
- Developed by I.T. Outsource, I.T. recruitment and software specialists

Technology

Developed in Visual Basic 6.0 for Windows 95 and later Windows versions

Minimum PC requirements - 486 with minimum 16 Mb RAM

Multi-user and network enabled

Please contact Philip Rubin for a 40-minute demo of the software (phil@ito.co.za)