

IRMSA TERMS AND CONDITIONS - @IRMSAcareers

The @IRMSAcareers portal offers its members the opportunity to upload their CV for prospective employers to find through specific CV search requests. It also allows our corporate members an opportunity to place job advertisements with us. There is also a further option for corporate members to request a CV specific search. Members will receive preferential advertising rates.

Terms of Use:

1. Notifications are made via email communication and placement on the IRMSA designated webpage.
2. All enquiries and applications will be forwarded to your designated contact person.
3. Appointment of candidates will be at the discretion of your organisation.
4. The organisation is required to notify IRMSA of any successful placement of an IRMSA member.
5. The organisation is requested to feedback to all applicants on the progress of their applications.
6. IRMSA takes no responsibility for the accuracy or validity of information provided by candidates nor will IRMSA conduct any form of screening of candidates.

Terms and Conditions – Corporates:

1. IRMSA takes no responsibility for the accuracy or validity of information provided by candidates or companies advertising, nor will IRMSA conduct any form of screening of candidates or companies.
2. Only successful candidates will receive communication from the advertiser.
3. Please note that when responding to advertisers, you will be communicating directly and IRMSA cannot be held liable for any contracts and/or arrangements agreed to.
4. All amounts owing to IRMSA must be paid before a job advertisement or CV search will be initiated, using the invoice number as reference.
5. Advertisers must make every effort to avoid errors in advertisements. IRMSA accepts no responsibility or liability for any errors and requires that advertisers check their advertisements for errors.
6. IRMSA shall use reasonable endeavours to keep the vacancy advertisements available at all times. However, the advertiser agrees that IRMSA shall not be liable to the advertiser or any other person whatsoever in respect of any loss or damages caused by or arising from the unavailability of or any interruption in the display of the advertisements for any reason whatsoever.
7. Advertising rates set by IRMSA may vary without notice.
8. IRMSA reserves the right to either reject or remove any job advertisement from its site for any appropriate reason whatsoever.

Terms and Conditions – Corporates continued...

Purchasing a CV search:

A corporate may request, at a cost, the option to have a CV search conducted. The search would be based on a particular set of criteria that would need to be provided by the corporate in order for the search option to be actioned.

By purchasing a CV search option you agree to the following below:

1. IRMSA will search CV summaries against criteria provided by your form submission.
2. IRMSA takes no responsibility for the accuracy or validity of information provided by candidates, nor will IRMSA conduct any form of screening of candidates.
3. Should your search criteria find any suitable matches; a short list of candidate information will be provided without candidate names or contact information.
4. Once you have selected from the short list, IRMSA shall contact the candidate for consent to submit their full CV and contact information. Thereafter you will correspond directly with the recruiter or recruiting organisation and IRMSA cannot be held liable for any contracts and/or arrangements agreed to.
5. Your company data will be collected and processed by IRMSA for the purpose of offering this service. The data collected may include, without limitation, you name/company name, billing information, address, telephone, email address and other data obtained from you from time to time.

Terms and Conditions – Individual Candidates:

By uploading your CV to your IRMSA online profile you agree to the Terms & Conditions below:

1. IRMSA may search your CV summary against criteria provided by companies/ recruiters.
2. IRMSA takes no responsibility for the accuracy or validity of information provided by companies searching for candidates, nor will IRMSA conduct any form of screening of companies.
3. Please note that should your CV be shortlisted, you will be required to consent to your full CV being provided to the third party recruiter, thereafter you will correspond directly and IRMSA cannot be held liable for any contracts and/or arrangements agreed to.
4. The effectiveness of the IRMSA search will depend on the accurate completion of all fields in your CV summary. Please contact us if you require assistance in completing your online CV and the fields listed therein.
5. You agree to present yourself truthfully in your CV on the IRMSA Portal, in line with the IRMSA Code of Ethics, agreed to upon your initial membership application sign up.

Terms and Conditions – Individuals continued...

6. IRMSA reserves the right to either reject or remove any CV from its site for any deemed appropriate reason whatsoever.
7. IRMSA makes every effort to deliver applications to vacancies in the shortest possible time. You will however not hold IRMSA liable for any loss or damage as a result of any failure or delay in the delivery of an application for employment to an advertiser.
8. You agree to take precautionary measures to ensure that your CV uploaded onto the IRMSA Portal is free from viruses/destructive code.
9. IRMSA does not warrant that the services offered on its website are available at certain times. Disturbances, interruptions or a possible breakdown of the online service cannot be excluded by IRMSA. IRMSA will however endeavour to ensure that any potential disturbances are minimised.
10. Your personal data will be collected and processed by IRMSA for the purpose of short listing candidates. The data collected may include, without limitation, you name, and address, telephone, email address and other data obtained from you from time to time.

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