

**Tax No# 352-216-352**  
**File No# 5-02914-555-00-00**

## **PROJOBS**

### **Service level Agreement (SLA)**

**PROJOBS** Located at 53, Abdullah Abu El Saud, Heliopolis (**First Party**)  
And: (**Second Party**):

#### **Service:**

**PROJOBS** (First Party) provides recruitment services for the second party against a fee set out in clause 2 of this agreement where the (Second Party) requests this service as follows:

- The second party shall present a written application including the second party's needs for manpower, indicating required experience, qualifications, position, title, working hours, area and salary
- After the first party (PROJOBS) performs the preliminary search and interviews for potential candidates as per this agreement, the first party (PROJOBS) shall send the second party summary CVs applicable for each vacant position. The first party (PROJOBS) shall send the second party the said CVs within a period of maximum two weeks starting the date of the receipt by the second party selects a candidate for interview, the first party (PROJOBS) selects a candidate for interview, the first party (PROJOBS) shall contact the selected candidate and arrange for interview between the selected candidate and the second party.

#### **3- Replacement :**

- Should our candidate prove unsatisfactory after hiring, we are responsible for replacement, free of charge, if notified within three months of the acceptance date.

#### **4- General Conditions:**

- This SLA is between First and Second parties only and does not include any 3rd party
- Information provided by the first party (PROJOBS) to the second party and vice versa must be strictly confidential between the parties
- The second party shall not contact the selected candidate as per this agreement prior to signing the employment contract. Any contact of such must be done exclusively by the first party (PROJOBS)
- The second party allows the first party to use second party's name as a reference to the required jobs, advertisements (optional) and correspondences necessary to achieve the second party's needs within the scope of this agreement

**Signed:**

**Signed:**

**PROJOBS**  
(First Party)

(Second Party)

#### **2- Permanent Employment:**

Clause 2:

- The second party shall pay the first party (PROJOBS) a total gross amount of a month salary of the employed candidate within one month starting the date of the employment contract