



## **Director's Placement Register Information Sheet**

The IoDZ has established a Directors' Placement Service. The objectives are as follows:

- To help local and foreign companies in search of independent non-executive directors and non-executive directors.
- To assist IoDZ corporate members find new or additional independent non-executive directors and non-executive directors.
- To help individual IoDZ members in search of directorship positions.
- To provide opportunities for director training and development for IoDZ members on the director placement register in order to enhance their chances for securing places on boards

All IoDZ members that are interested in putting their names for the Director Placement Services should complete a registration form and submit it to the IoDZ offices with an **up to date CV** and jpeg photo for processing. Information submitted will be treated with utmost confidentiality. A company wishing to take advantage of this service should submit a request, giving the profile/s for the prospective director/s by completing a **Company Request for IoDZ Director Placement Search form**.

Any member, whose name is in the IoDZ Director Placement database with a matching profile, will be contacted by the IoDZ to confirm if they wish their name to be proposed. A written confirmation shall be required from the candidate and such confirmation shall automatically serve as a disclaimer regarding the communication by the IoDZ to the recruiting entity of the information contained in the form. IoDZ shall supply the company requesting for the search services with a shortlist of candidates with profiles that match those requested.

The company requesting for the search services shall then liaise directly with the candidates.

**NB: This service is available only to all individual and corporate Members of IoDZ free of charge as one of the membership benefits.**

### **CONDITIONS**

- The IoDZ cannot be held responsible for the failure of a recruiting entity to respond to any applications made or the failure of any candidate to accept a proposed position.
- All queries relating to the position for which the search has been conducted should be directed to the recruiting company/organisation. It shall be the responsibility of recruiting entities to advise candidates of the outcome of their applications.
- Recruiting entities shall be responsible for verifying the accuracy and detail of information given.

- The IoDZ does not guarantee the quality or number of candidates submitted to any recruiting entity.
- The IoDZ does not guarantee the competence, suitability or integrity of any candidate proposed to and recruited by any recruiting entity.

## FEES

### Fee payable by recruiting entity

- IoDZ Corporate Member : Free
- Non IoDZ Local company : \$250 per search
- Company based outside Zimbabwe: \$500 per search

If you would like IoDZ to include your name and profile in its Director Placement Register, please contact us for the Registration Form on [iodz@iodz.co.zw](mailto:iodz@iodz.co.zw); or [marketing@iodz.co.zw](mailto:marketing@iodz.co.zw) or download the form from our website, [www.iodzim.com](http://www.iodzim.com)

For more information, please call the Institute of Directors Zimbabwe on 332422-3/332433

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