

## **LEGAL OFFICER**

Music Copyright Society of Kenya (MCSK) is a Company Limited by Guarantee (not for profit). It has been mandated through exclusive Deeds of Assignment by Right Holders (Authors, Composers, Arrangers and Publishers) of copyrighted musical works to administer and manage by collecting and distributing royalties for the exploitation of Performing Rights in public.

Music Copyright Society of Kenya is looking for an ideal candidate to fill the position of Legal officer.

### **RESPONSIBILITIES**

- Advising the organisation on all legal matters that may arise in its operations.
- Drawing and vetting of contracts, agreements, and other legal documents.
- Negotiating for contracts.
- Development of divisional budgets and workplans.
- Following up on cases filed against the organisation and preparation of legal reports and opinions.
- Undertaking legal research.
- Liaising with external lawyers and the state law office on all cases filed against the organisation to ensure instructions, witnesses and statements are procured on time.
- Developing, implementing, and reviewing legal policies and procedures to ensure that they are in accord with the existing legislation.
- Coordinating the organization's complaint management system.
- Advising the organisation on the legislation that affect the organisation and changes made thereof.
- Monitoring compliance with legal and statutory requirements of the organisation.
- Providing necessary support in the board secretarial function.

- Providing of day to day legal and regulatory support to the functional areas covering general compliance queries and reviews; and
- Carry out any other duties relating to laws of the country, or the organisation generally as may be directed by the head legal services from time to time.

### **QUALIFICATIONS**

For appointment to this position a candidate must have: -

- Have a Bachelor of Laws (LL. B) degree from a recognized institution.
  - Master's degree in any of the following disciplines: Law, Business Administration, Public Administration, or equivalent qualifications from a recognized institution.
  - Postgraduate Diploma in Law from Kenya School of Law.
  - Admission to the Roll of Advocates of the High Court of Kenya.
  - Be a member of the Law Society of Kenya (LSK)
  - Possession of a current Law Practicing Certificate.
  - Evidence of proficiency in computer applications.
  - A supervisory course lasting not less than two (2) weeks from a recognized institution.
  - Fulfilled the requirements of Chapter Six of the Constitution.
- Experience
- A minimum of five (5) years relevant work experience in public service or Private sector,
  - Experience in Public Sector matters/operations

### **Key competencies**

- Organisational skills
- Team player
- Communication skills
- Interpersonal skills
- Attention to detail
- Strategic planning skills

- Leadership skills

**How to Apply:**

Interested qualified persons who meet above requirements are requested to send their application letter, detailed CV and expected salary via email to [hr@mcsk.or.ke](mailto:hr@mcsk.or.ke) to reach us on or before **10th March 2022**.

On the email subject, please indicate Legal Officer.

**Note: only short-listed candidates shall be contacted.**