

CHIEF EXECUTIVE 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.

The position requires a professional who is result-oriented and self-motivated to provide leadership and strategic direction to ensure the company delivers its mandate on behalf of its members.

Responsibilities

Reporting to the Board of directors, the Chief Executive Officer shall be responsible for:

- The day-to-day management and administration of all the activities of the Company in a competent manner
- Review and implement regulations, internal systems, structures, procedures and controls to improve the quality of service.
- Establish a framework to implement the Company's Strategic plan, policies and business plans.
- Represent the Company in forums, business transactions and any other transaction authorized by the Board of Directors.
- Be responsible for stakeholder management and enhancement of the corporate image of the Company.
- Uphold integrity and professionalism in the performance of all the Company's functions.
- Structuring or modernize the Company to respond to the current challenges.
- Ensuring that the Company complies with its obligations under any law.
- Offering a linkage between staff and members on one part and Board of directors on the other.
- Furthering and promoting the working relations between the company and its external partners.
- Conceptualizing new and innovative means/methods by which the company will broaden its revenue sources.
- Negotiating, setting, monitoring, and evaluating performance targets for staff or any other person as may be advised by the Board.

Qualifications

- A Master's degree in Business Administration or Law, or Education, or Economics, or Statistics, or Communication, or Intellectual Property or related discipline from a recognized university.
- At least ten (10) years' working experience, five (5) years of which must have been at managerial level
- Basic knowledge in IT and financial accounting
- Basic knowledge of Intellectual Property industry
- Professional qualification and membership to a professional body where applicable.

Key competencies

- Organisational skills
- Team player
- Communication skills
- Interpersonal skills
- Attention to details
- Strategic planning skills
- Leadership skills
- Negotiation skills
- Dispute resolution skills
- Staff evaluation 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 chairman@mcsk.or.ke OR hr@mcsk.or.ke to reach us on or before **15th March 2022**. On the email subject, please indicate Chief Executive Officer.

Note: only short-listed candidates shall be contacted.