



JOB ADVERTISEMENT

12th June 2024

Position: Business Development Managers
Location: Rift Valley Region, Western Region, and Coast Region
Organization: Performing and Audio-Visual Rights Society of Kenya (PAVRISK)
Application Deadline: 26th June 2024

Overview

The Performing and Audiovisual Rights Society of Kenya (PAVRISK) is seeking Business Development Managers for the Rift Valley, Western, and Coast regions. These positions are responsible for ensuring the timely collection of licensing fees from users of copyrighted works within their designated regions. The role also acts as the liaison between PAVRISK and related stakeholders, offering leadership to teams and individuals tasked with ensuring full compliance with licensing requirements.

Key Responsibilities

- **Revenue Forecasting:** Provide monthly forecasts on anticipated revenue collections versus expenses incurred.
- **Financial Management:** Ensure all collections are properly banked and control expenses within the region.
- **Strategy Development:** Design work schedules and develop strategies to maximize royalty collections.
- **Documentation Management:** Ensure proper and safe documentation of all office documents at the regional level.
- **Administrative Duties:** Handle administrative tasks at the regional level.
- **Licensing Activities:** Conduct licensing activities and follow up with defaulters within the region.
- **Supervision and Coordination:** Supervise and coordinate licensing and marketing activities in the region.
- **Performance Management:** Continuously manage the performance of all staff members in the region, providing leadership and fostering teamwork.
- **Strategic Objectives:** Deliver the region's strategic objectives and operational plans in line with the overall PAVRISK strategy.

Key Result Areas:

- Provide team leadership.
- Manage customer relations and maintain the organization's corporate image.
- Oversee the production of timely and reliable reports.
- Ensure the safe custody of all accountable books in the region.
- Ensure adherence to company policies and procedures by all employees in the region.
- Maintain an accurate and updated databank in the region.
- Perform any other duties as assigned by your supervisor.
- Increase regional collections and compliance by stakeholders.
- Effectively represent PAVRISK in liaison with legal counsel on legal matters at the regional level.
- Maintain accurate records of all regional activities, especially membership drives and collections.

Education Background:

- University Diploma in Marketing, Sales, Management, or related studies.
- General university degree with postgraduate qualifications in Marketing, Management, or Sales.



Critical Competencies:

- Minimum of 8 years of experience in a related field and stakeholder engagement and management.
- Knowledge of copyright and intellectual property.
- Proficiency in ICT.
- Basic accounting skills.
- Strong public relations and negotiating skills.
- Tenacity and flexibility.

How to Apply: Interested candidates are invited to submit their resume and cover letter detailing their qualifications and experience to [HR@PAVRISK.ORG.KE] by 26th June 2024. Please include **"Business Development Manager and Preferred Location"** in the subject line.

Note: Only shortlisted candidates will be contacted.

Join us at PAVRISK and play a crucial role in protecting and promoting the rights of artists in Kenya.

For and on behalf of the Performing and Audio-Visual Rights Society of Kenya (PAVRISK)

Thank you for considering a career with us. We look forward to welcoming dedicated and skilled professionals to our team.

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NB

- Please note that PAVRISK does not accept unsolicited resumes.
- Applications received after the closing date will not be considered.
- Please note that only shortlisted candidates will be contacted and advance to the next stage of the selection process, which involves various assessments.
- PAVRISK embraces diversity and is committed to equal employment opportunity.
- Our workforce consists of many diverse cultures, languages, races, gender identities, sexual orientations, and abilities.
- PAVRISK seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce.
- Qualified women, people with disability, and candidates from groups that are underrepresented in the PAVRISK workforce are encouraged to apply.