



## INTERNAL MEMO

### JOB ADVERTISEMENT

6<sup>th</sup> June 2024

**POSITION:** COPYRIGHT OFFICERS  
**LOCATION(REGION):** NAIROBI, MOMBASA, MT. KENYA, NORTHRIFT, SOUTHRIFT, NYANZA, LOWER EASTERN, UPPER EASTERN, WESTERN  
**ORGANIZATION:** PERFORMING AND AUDIO-VISUAL RIGHTS SOCIETY OF KENYA (PAVRISK)  
**REPORTING TO:** BUSINESS DEVELOPMENT MANAGER /TEAM LEADER

#### Job Overview:

Performing and Audio-Visual Rights Society of Kenya (PAVRISK) seeks dedicated and experienced Copyright Officers to join our dynamic team. The successful candidates will be responsible for a designated area and will ensure the up-to-date collection of Licensing Fees from users of copyrighted works. This role also involves serving as a liaison between PAVRISK and related stakeholders, ensuring effective licensing and enforcement activities.

#### Key Responsibilities:

1. Organize weekly/daily licensing plans per the monthly work plan.
2. Carry out assessments, invoicing, and follow-up on payments.
3. Ensure effective enforcement of licensing of music users, including coordination of enforcement related to unlicensed premises, persons, vehicles, and events.
4. Follow up with defaulters and generate information for data creation.
5. Research new establishments that have not been licensed.
6. Ensure that all individual/group targets are achieved and monitored accordingly.
7. Liaise with other officers as required in joint operations.
8. Ensure proper documentation of seized equipment.
9. Adhere to licensing procedures and ensure compliance.
10. Generate information for data collection.
11. Prepare daily/weekly/monthly work plans.
12. License following licensing procedures.
13. Maintain good control of operations expenses.
14. Perform any other duties assigned from time to time.

#### Qualifications and Experience:

- 3-4 years of exemplary performance in a similar role.
- A Diploma in Management or a related course.



**Key Skills and Competencies:**

- Strong organizational and planning skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Strong analytical and problem-solving skills.
- Attention to detail and a high level of accuracy.
- Ability to manage multiple tasks and meet deadlines.
- Ability to be honest and have integrity.

**How to Apply:**

**STRICT INSTRUCTIONS;** Interested candidates are invited to submit their resume and cover letter detailing their qualifications and experience to [HR@PAVRISK.OR.KE] by [13<sup>th</sup> JUNE 2024]. Please include "**Copyright Officer Application and Preferred Region**" in the subject line.

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.

**NB CURRENT STAFF ARE ENCOURAGED TO APPLY**

- 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