



Career Opportunity – EXECUTIVE DIRECTOR (KECOBO/EXT/1/2024)

The Kenya Copyright Board (KECOBO) is a State Corporation established under Section 3 of the Copyright Act. Its mandate is to enforce and administer copyright.

Pursuant to the provisions of Section 11 of the Copyright Act and Mwongozo Code of Governance, the Board of Directors seeks to recruit a competent, results-oriented, knowledgeable, dynamic, visionary, and experienced person for the position of **Executive Director (ED)**.

The ED shall be responsible to the Board of Directors, an ex-officio member of the Board, and responsible for day-to-day management of the Board to ensure that it successfully fulfills its mandate. The ED will be responsible for setting and executing the overall business strategy and plans, building, driving, and inculcating a positive culture within the Board, including providing dynamic leadership in the administration and enforcement of Copyright and related rights, prudent management of resources, and financial management at the Board.

Key Responsibilities:

- a) Be responsible for the day to day running of the Board.
- b) Provide leadership to senior management and staff.
- c) Ensure timely preparation of annual budgets and establish proper internal controls.
- d) Be responsible for the execution and communication of the Board’s decision, policies and strategies.
- e) Develop and recommend to the Board the annual business plans for the organization.
- f) Ensure that the organization has an effective management structure including succession plans.
- g) Ensure that all Board papers are accurately written, are relevant and available to the Board members in good time.
- h) Serve as a link between the Board and the management.
- i) Be responsible for the achievement of the objectives of the Board.
- j) Put in place effective administration structures, processes and systems.
- k) Provide regular, thorough and prompt communication to the Board on key technical, financial and administrative matters.
- l) Be responsible for stakeholder management and enhancement of the corporate image of the Board.

Key Qualifications and Experience;

- a) Be an Advocate of High Court of Kenya of not less than 5 years standing or has held judicial office in Kenya;
- b) Has at least 5 years managerial experience; and
- c) Has at least 5 years’ experience in matters relating to copyright and other related rights.

Key competencies and skills:

- Strategic and entrepreneurial thinking, formulating policy, strategies, and concepts.
- Decision-making and communicating with impact.
- Leading and managing change, people, performance, programmes, and projects.
- Financial and resource management.
- Relationship management, networking, persuading, and influencing.
- Collaboration, partnerships, diplomacy, and political astuteness.
- Applying expertise, coaching, and mentoring.
- Technologically savvy and proficient in computer applications;

Other Qualifications:

Have professional qualifications and membership in a professional body in good standing.

The shortlisted candidates will be required to satisfy the requirements of Chapter Six of the Constitution of Kenya by submitting compliance or clearance certificates from the following institutions:

- Directorate of Criminal Investigation (DCI); Certificate of Good Conduct
- Ethics and Anticorruption Commission (EACC) – Clearance Certificate
- Kenya Revenue Authority (KRA) – Tax Compliance Certificate
- Higher Education Loans Board (HELB) – Compliance Certificate
- Approved Credit Reference Bureau (CRB) – Clearance Certificate
- Commission for University Education (CUE) – Recognition and Equation of Qualification for degrees obtained outside Kenya.

In addition, shortlisted candidates will be required to give consent, allowing the Board to carry out a background verification of the documents presented.

Job Ref.:	KECOBO/1/2024	Job Grade:	KECOBO 1
No. of Posts:	One (1)	Reporting to:	Board of Directors
Terms:	Four (4) years contract renewable once subject to satisfactory performance	Salary:	As per the approved SRC salary structure.

Method of Application:

Interested and qualified persons are required to submit their applications to be received **ONLINE** through this email; boardchair@copyright.go.ke.

Applicants should include a signed application cover letter addressed to the Chairman Board of Directors, a Curriculum Vitae with three (3) referees, and copies of academic, professional and relevant testimonials. All submissions and attachments of all mandatory required documents should be in PDF format.

Hard copy applications should be addressed to **The Chairman, Board of Directors** and delivered to the Job Application Box located at **KECOBO Offices, NHIF Building 5th Floor Community NAIROBI KENYA.**

In addition, all hardcopy applications should be in a sealed envelope clearly marked “Application for the position of **Executive Director**”, and the contents should be paginated or serialized and signed by the applicant. It should contain a signed application cover letter, detailed curriculum vitae with three (3) referees, copies of academic, professional and relevant testimonials, national identification card or passport and any other relevant testimonials and supporting documents.

Applications Deadline:

All applications should reach KECOBO not later than **Monday, 25th March 2024, at 5.00 pm East African Time.**

Note 1: Interested candidates should provide all the details requested, and it is an offence to include incorrect information in the application.

Note 2: Only shortlisted candidates will be contacted for interviews. Canvassing will lead to automatic disqualification.

KECOBO is an equal opportunity employer and respects inclusivity and diversity. Persons living with disabilities, marginalized and minority groups who meet the job specifications are strongly encouraged to apply.