

**Employment Opportunity**

**Town Clerk**

On behalf of our client, **Vuvulane Town Board**, we invite applications from suitably qualified and experienced candidates to apply for the position of **Town Clerk**.

This pivotal leadership role requires the ability to build strong relationships between management and stakeholders. The Town Clerk is responsible for the strategic leadership and smooth administration of the entire organisation, planning, delegation, implementation of organisational strategy and managing the performance of Executive Management within the Board.

**Key Responsibilities**

* Lead the development and implementation of the overall Town Board’s overall strategy.
* Implement and monitor progress on Integrated Development Plan (IDP) objectives.
* Develop, lobby for and oversee the implementation, monitoring and evaluation of the Resource Mobilisation Strategy.
* Lead and manage the Senior Management team towards achievement of strategic goals.
* Develop and manage and implement all operational policies and procedures.
* Oversee the preparation and approval of the annual budget in alignment with the organisational strategy and operational plan.
* Build and maintain a strong corporate image, including issuing press statements as necessary.
* Foster a harmonious industrial relations (IR) environment and maintain strong stakeholder relationships.
* Communicate and engage with stakeholders on critical organisational issues.
* Ensure the development and implementation of training, development, and succession plans to drive high performance.

**Qualifications and Experience**

* Bachelor’s degree in urban & Regional Planning, Public Administration or a related field.
* Master’s degree in business management or public management.
* Minimum of 7 years’ experience, with at least 5 years in an executive or senior management role preferably within a similar environment.
* Proven experience in driving organisational change and performance improvement.
* Membership with a relevant professional body.

**Skills and Competencies**

* Leadership, people management and good influencing skills
* Proven knowledge of corporate governance
* Working knowledge of the Urban Government Act
* Business and financial acumen
* High level of integrity and confidentiality

**Closing date for applications is 28 April 2025** and no late applications will be accepted. Written applications should be submitted together with a comprehensive Curriculum Vitae. Should you not receive further correspondence within one month of the closing date, please consider your application unsuccessful.

The Recruitment Manager

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