



We're Hiring: Senior Specialist: Environment Policy

Department Energy and Environment Policy

Reporting to: Head: Energy & Environment Policy

Location: Business Unity South Africa (BUSAS)

Business Unity South Africa (BUSAS) is seeking a capable and motivated sustainability, environment and/or policy professional to join our Energy and Environment team in a member-facing and externally focused role.

Are you interested in climate change, energy transition and the role of business in a changing local and global environment? Do you want to contribute to shaping South Africa's policy landscape through research, analysis, and stakeholder engagement? This could be an opportunity for you.

Position Summary

To provide technical policy expertise and strategic support to the Head: Energy & Environment Policy by conducting policy research, analysing regulatory and legislative developments, and contributing to the development of business positions on energy and environmental policy issues. This role is 80% environmental focused and 20% energy focused.

The role supports the work of the Energy and Environment Standing Committee and all Environmental Subcommittees, and contributes to policy submissions and advocacy initiatives, engages with stakeholders, and represents BUSAS in relevant policy forums and platforms.

The research and analysis conducted in these policy areas aim to produce outputs that ensure business interests remain central to environment policy development, with the business position articulated effectively in relevant processes and policy activities. This includes direct interaction with government, both bilaterally and at forums such as Nedlac, while coordinating the BUSAS Energy and Environment Standing Committee and the Environment Subcommittee, including its working groups.

Key Accountabilities

1. Policy Research, Analysis and Development

- Conduct research and analysis of national, regional, and international developments in environmental and energy policy.
- Monitor and assess policy, regulatory, and legislative developments and their implications for business; and keep BUSAS members aware of relevant policy changes.
- Develop, consolidate, and refine BUSAS policy positions on environmental and energy matters.
- Draft policy submissions, position papers, technical reports, briefing notes, presentations and advocacy materials.

- Provide strategic policy intelligence and technical inputs to support BUSA's advocacy and engagement objectives.

2. Stakeholder Engagement and Representation

- Represent BUSA in external policy forums, including NEDLAC structures, government engagements, industry platforms, relevant seminars, workshops and/or conferences.
- Build and maintain effective relationships with members, government departments, regulators, and other key stakeholders.
- Facilitate consultation processes to ensure alignment between member inputs and approved policy positions.
- Support the communication of key policy developments and positions to members and stakeholders.
- Support the management of nominations to national and international institutions, committees, and working groups related to energy and environmental policy.

3. Committee Coordination and Governance Support

- Support the effective functioning of the Energy and Environment Standing Committee and related working groups.
- Coordinate committee inputs, outputs, and governance processes.
- Ensure the quality, accuracy, and timely preparation of meeting documentation, reports, minutes, and action plans.
- Support the implementation of committee decisions and approved work plans.

4. Project and Programme Delivery

- Contribute to the planning and implementation of policy-related projects and initiatives within the Energy and Environment Unit.
- Support the delivery of approved project objectives within agreed quality standards, budgets, and timelines.
- Monitor project progress and provide regular updates on outcomes and deliverables.
- Contribute to the development of presentations, reports, and other project-related communication materials.
- Contribute to cross-unit collaboration and policy initiatives involving other BUSA policy teams.
- Perform any other policy-related duties delegated by the Head: Energy & Environment Policy.

Role / Person Specification

Education and Experience Required

Qualification:

Bachelor's degree in science, engineering, law, environmental studies, or a related field. A postgraduate qualification would be advantageous. Preference may be given to candidates with a law background as this role is replacing a colleague with a legal degree who is advancing to a more senior role within the BUSA Team.

Minimum years of experience:

Minimum **3-5 years' relevant experience** in energy, environmental, or related policy fields.

Management experience:

Not required, but advantageous.

Knowledge and Skills

- Policy research and analytical skills
- Strong report writing and policy drafting skills
- Interpersonal and stakeholder engagement skills
- Computer literacy and proficiency (Microsoft Office)
- Problem-solving and analytical thinking
- Written and verbal communication skills
- Attention to detail
- Facilitation and presentation skills
- Ability to manage multiple priorities
- Knowledge of national and international energy and environmental policy developments
- Public speaking and stakeholder engagement
- Networking and relationship-building skills

Competencies

- Excellent English language skills (written and verbal)
- Self-driven and proactive
- Ability to initiate actions
- Time Management and Deadline Driven
- Customer service orientation
- Teamwork and collaboration
- Adaptability and flexibility

Special work requirements:

Travel may occasionally be required.

Why Join BUSA?

BUSA represents the voice of organised business in South Africa, engaging at the highest levels on national, regional, and international economic policy matters.

You will join a high-impact team working to advance inclusive growth, competitiveness, and sustainable economic development.

Application Details

Closing Date: 21 July 2026 Email Applications To: zelda.setladi@busa.org.za

If you do not hear from us by end August 2026, please consider your application unsuccessful.

BUSA is an equal opportunity employer. We strongly encourage female candidates to apply to strengthen the diversity of our team.