



INTERNAL AND EXTERNAL VACANCY

Senior Specialist: Social Policy

Location: Sandton, Johannesburg

Department: Social and Labour Market Policy Unit

Reporting to: Head: Social and Labour Market Policy

About BUSA

Business Unity South Africa (BUSA) is the apex organised business organisation representing the interests of business in South Africa. BUSA serves as the unified voice of organised business on macroeconomic, social, labour market, regulatory and international policy matters. Through effective engagement with government, organised labour and other stakeholders, BUSA promotes inclusive economic growth, competitiveness and sustainable development.

BUSA invites applications from suitably qualified and experienced candidates for the position of **Senior Specialist: Social Policy**.

Purpose of the Position

The Senior Specialist: Social Policy will support the development, coordination, research, analysis and advocacy of business positions on social policy matters affecting the South African business community.

The successful candidate will provide specialist policy support on social policy issues, including health, education and training, social development and broader socio-economic matters. The incumbent will support stakeholder engagement, committee coordination, policy research and advocacy initiatives while taking responsibility for designated policy portfolios.

Key Responsibilities

The successful candidate will be responsible for the following:

Policy Research and Analysis

- Conduct research and analysis on social policy matters affecting business.
- Monitor legislative, regulatory and policy developments relevant to social policy.
- Develop policy briefs, submissions, reports, presentations and position papers.
- Support the development of evidence-based business policy positions.
- Analyse socio-economic trends and provide strategic policy recommendations.

Committee and Governance Support

- Provide secretariat support to the BUSA Standing Committee on Social and Labour Market Policy and relevant subcommittees.
- Coordinate committee meetings, including agendas, meeting packs, minutes and action trackers.
- Ensure the timely circulation of committee documentation and resolutions.
- Monitor and follow up on the implementation of committee decisions.

Stakeholder Engagement and Representation

- Engage with BUSA members to facilitate consensus on policy positions.
- Build and maintain strategic relationships with government departments, organised business, organised labour, industry associations and other stakeholders.
- Represent BUSA at meetings, workshops, conferences and policy forums, as delegated.
- Participate in NEDLAC and other policy structures where required.

Policy Advocacy and Communication

- Support advocacy initiatives on social policy matters.
- Prepare presentations, briefing notes, speeches and communication material.
- Assist in preparing submissions to Parliament, government departments and regulatory authorities.
- Contribute to public policy discussions in accordance with BUSA communication protocols.

Reporting and Administration

- Prepare reports for management and governance structures.
- Maintain accurate records of stakeholder engagements, submissions and committee activities.
- Monitor implementation of work plans and strategic priorities.
- Provide administrative and coordination support to the Social and Labour Market Policy Unit.

Minimum Requirements

Qualifications

- Bachelor's Degree in:
 - Social Sciences;
 - Public Policy;
 - Law;
 - Economics;

- Health Sciences;
- Education and Training;
- Development Studies; or
- Management Sciences.

A relevant postgraduate qualification will be an added advantage.

Experience

The successful candidate must have a minimum of **five (5) years' relevant experience** in:

- Social Policy;
- Public Policy Analysis;
- Research;
- Stakeholder Engagement;
- Committee Coordination; and
- Report Writing.

Experience working with government, organised business, organised labour, academia or public policy institutions will be advantageous.

Competencies

The ideal candidate should demonstrate:

- Excellent research and analytical skills;
- Strong policy interpretation and analysis capability;
- Excellent report writing and presentation skills;
- Strong stakeholder engagement and relationship management skills;
- Excellent verbal and written communication skills;
- Planning and organisational ability;
- Attention to detail;
- Negotiation and influencing skills;
- Sound problem-solving ability;
- Ability to work independently and under pressure; and
- High levels of professionalism, integrity and confidentiality.

How to Apply

Suitably qualified candidates who meet the above requirements are invited to submit:

- A comprehensive Curriculum Vitae (CV);

- A motivational cover letter; and
- Copies of relevant qualifications.

Applications should be emailed to:

Email: Zelda.setladi@busa.org.za

Subject: Application – Senior Specialist: Social Policy

Closing Date: 21 July 2026

Only shortlisted candidates will be contacted. If you have not received any response within four (4) weeks after the closing date, please consider your application unsuccessful.

Employment Equity

Business Unity South Africa is committed to employment equity and transformation. Preference may be given to suitably qualified candidates from designated groups in accordance with BUSA's Employment Equity Plan.