

TRADE AND COOPERATION EXECUTIVE DIRECTOR

Job Title	Trade and Cooperation Executive Director	
Job Level	Top Management	
This role reports to	CEO	
Number and level of direct subordinates	0 - 2	
Special Categories	Critical Role (succession plan required)	Yes
	Member facing role	Yes
	External stakeholder focused role	Yes
Date of Completion	October	
Role Profile Approved by		

Overall Job Purpose	
<p>As a member of the top management team, this role is responsible for the leading and execution of BUSA strategy and actions in relation to trade and cooperation so as to ensure that cross-cutting business interests are advocated and influenced.</p> <p>This role requires delivery of the trade policy agenda on behalf of BUSA and cooperative engagement with a view to advocating and influencing South African business interests strengthening relationships and advancing economic and business opportunities.</p>	
Key Accountabilities	<ul style="list-style-type: none"> • Develop and implement a strategic plan for trade and cooperation, supported by members, that includes identification of research and stakeholder engagement needs. • Develop, articulate, monitor and advance cross-cutting BUSA positions on foreign trade policy, trade facilitation, customs, illegal imports, foreign investment, economic diplomacy, regional integration and multilateral trade trade negotiating positions through member engagement and mandated positions. Research, analyse and review relevant positions, identify any emerging issues, develop evidence based options and recommend solutions. • Manage the BUSA subcommittee on Trade, as well as other task teams, structures or committees, that may be required from time to time related to trade or cooperation, ensuring timeous and accurate records of all meetings are prepared. • Manage, coordinate, participate, represent or ensure representation of BUSA and its mandated position in conjunction with the relevant sub-committee, chambers, task teams, with particular focus on the Technical Sectoral Liaison Sub-Committee (Teselico) and NAMA / NTBs task team at Nedlac and Parliament,

	<p>including the development of technically sound positions on trade policy and negotiations.</p> <ul style="list-style-type: none"> • Interact bilaterally or multilaterally with representatives of government and related third parties. • Advance cooperative engagement with international chambers, embassies, consulates, representatives and regional or global structures for and on behalf of BUSA with a view to advocating and influencing South African business interests, strengthening relationships and advancing business opportunities. Structures include but are not limited to BUSA's relations with the ILO, SADC Private Sector Engagement Mechanism, National Customs & Excise Stakeholder Forum, World Trade Organisation, World Customs Organisation, National Customs & Excise Stakeholder Forum and Global Business Coalition. • Co-ordinate engagement with international chambers of commerce and industry with a view to encouraging membership and a line of influence and cooperation. • Coordinate visits with international BUSA counterparts and to optimise business to business engagement opportunities on behalf of members. • Build cooperation and stakeholder relationships with key stakeholders to facilitate greater cooperation between BUSA and multilateral organisations, international chambers of commerce and industry; embassies and consulates. • Ensure the production of various forms of technically sound, written materials such as position documents, presentations, policy documents and reports, press statements, opinion editorials and speeches • Facilitate and obtain BUSA mandates on identified policy management areas and related submissions. • Keep members up to date and engaged with developments related to trade and cooperation, including reporting progress on issues including preparing correspondence, written reports and briefs when required. • Facilitate nominations to, and interaction with appropriate national and international institutions, structures and work groups linked to identified policy management areas in line with BUSA Remco guidelines. • Work closely with other Executive Directors and management within BUSA to ensure alignment. • Assist and provide input to BUSA, on large-scale, overarching socio-economic issues in conjunction with other BUSA processes and Committees, with the aim of maximizing business impact and an enabling environment for inclusive growth and employment. • Act as BUSA spokesperson on trade and cooperation issues as and when appropriate. • Contribute to an effective and efficient BUSA.
Requirements	<ul style="list-style-type: none"> • Expertise in trade and the domestic policy environment. Understanding international trade arrangements and regional groupings. • Ability to sift through many issues and interests, identify, cluster, prioritise and harmonize into a single position. • An ability to understand and articulate business interests and to promote BUSA's position in a measured and clear manner. • Ability and credibility to participate in social dialogue, interact with government, international representatives and trade negotiators, as well as the ability to manage interaction between social partners, policy and legislation.

	<ul style="list-style-type: none"> • Ability to be a self starter, work at all levels and manage the relevant BUSA sub-committees by working with chairs, staff members and members to ensure achievement of BUSA objectives. • Ability to exercise good judgement, work constructively with others and progressively learn from past experiences 	
Role / Person Specification	<p>Education and Experience Required</p> <ul style="list-style-type: none"> • Appropriate tertiary education in trade policy, trade law, international relations, or related fields with at least an Honours equivalent degree. A master's degree would be advantageous. • Minimum of 5 years' relevant work experience at a senior level in trade and international relations. • Experience in extracting and consolidating different inputs and facilitating consensus amongst different views. • Experience in coordination and management of structures and report writing. <p>Knowledge and Skills</p> <ul style="list-style-type: none"> • In depth understanding of trade policy and related fields. • Ability to build strategic partnerships and work constructively with staff, members, researchers or government or other key stakeholders • Ability to strategically analyse and provide input on policy with a business perspective • Self starter with excellent planning and organising skills • Ability to work under pressure • Good negotiation skills with an ability to influence outcomes. • Working knowledge of social dialogue • Excellent written, verbal and presentation skills • Ability to analyse and influence policy, prepare submissions and consolidate divergent views. • Ability to understand and articulate employer and business policy positions in a measured, clear manner. • Computer literacy and proficiency (MS Office) • Business insight <p>Competencies</p> <ul style="list-style-type: none"> • Strategic thinking, critical analysis, good judgement, learning and researching skills • Self-driven, decisive and ability to initiate actions • Solution orientated, innovative, and able to adapt and respond to change • Multifunctional and able to link divergent concepts and ideas • Relating, networking, and collaborating ability to work constructively with people from diverse backgrounds and interests • Negotiation and conflict resolution ability to persuade, influence, work with mandates and find effective compromises • Resilient and mature 	
Mental and Environmental Demands	Special work requirements	Must be prepared to work after normal working hours and to travel locally and internationally when required.
	Most complex decision that can be taken without referral to supervisor	Developing draft business policy positions (taking into account member input) while also tapping into own subject matter knowledge

	Finance / Resource Accountability	Manage support staff
	Communication and Interaction Required:	
	Staff in own area (manager, subordinates, colleagues)	20%
	Consultants and other service providers (other than staff in own area)	
	External stakeholders, including: Nedlac, Regulators, Government, international structures and stakeholders	40%
	Members of BUSA	30%
	Other (Industry Forums /Associations) BUSA Technical Groups	10%

Content Acceptance

	Title	Name	Signature	Date
Agreed by job holder				
Agreed by line manager				