



Training Officer

(The Caledon Hotel & Spa)

Tsogo Sun welcomes job applications from passionate and hard-working team players who want to be part of our ever growing Tsogo Sun family. We value our employees and provide them with the means to grow within the company, opening many doors in the process. If this is an offer that excites you, send in your application and you could be the newest addition to our family.

Our successful Training Officer ...

- add real value to line management by assisting them to identify and fulfil their departments’ training requirements leading to improved team productivity
- closely monitor training provided by internal and external trainers and take prompt corrective action to improve learning results
- ensure accurate training records are kept up to date & that the requirements of the Skills Development Act & related legislation are met
- schedule training interventions based on needs analyses and manage / administer the training participants’ attendance from start to finish
- assist HR Manager in compiling and administering the annual training budget
- continuously research better training methods and implement improvements on a regular basis
- initiate and drive impactful OD projects which achieve their objectives
- work as a team or individually to deliver high quality standards consistently and accurately.

If you have these **qualifications**, join our team: Matric (NQF 4) / ODETP or Training Qualification, great organisation skills, a proven keen customer service focus, energy and drive to get the job done, and a minimum of three years’ experience in a similar position.

CLOSING DATE: 4 March 2025

To apply, your written application must include:

- * CV (maximum 4 pages)
- * contactable references (with telephone numbers)
- * covering letter with three reasons why you’re our top candidate for the job!

For info or to apply, contact the HR Administrator: phone (0282145365) or email (caledon.careers@tsogosun.com) or drop off at HR office.

Only successful applicants will be contacted

TSOGO SUN

CASINOS . HOTELS

ENTERTAIN. IT’S WHAT WE DO.

TSOGO SUN PROUDLY SUPPORTS THE NATIONAL RESPONSIBLE GAMBLING PROGRAMME. WINNERS KNOW WHEN TO STOP. ONLY PERSONS 18 YEARS AND OLDER ARE PERMITTED TO GAMBLE. NATIONAL PROBLEM GAMBLING COUNSELLING TOLL-FREE HELPLINE 0800 006 008.

