



**EMERALD**  
TSOGO SUN  
**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.

## H38: HUMAN RESOURCES OFFICER

### Emerald Resort & Casino

(Vanderbijlpark, Gauteng)

Tsogo Sun welcomes job applications from passionate and hard-working team players who want to be part of our ever growing 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 Human Resources Officers ...

- manage and develop a **workflow management system** for the HR department to ensure synergy and co-operation between various HR strategies and projects
- provide **administrative support** to the HR team in compliance with HR and company policies and procedures
- manage all **planning, reporting and implementation** for special projects and events in HR and for organisational development
- provide **liaison role** between HR, HRM, EE committee and/or unions for matters, meetings or events as required
- co-ordinate and organize every aspect of all training programmes
- manage all administration, filing system and stationary
- manage and maintain all training records
- work as part of a team or individually to deliver **high quality** standards consistently and accurately.

If you have these **qualifications**, join our team: Matric (NQF 4) / HR diploma or degree (NQF 5), great organisation skills, a proven customer service focus, energy and drive to get the job done, and at least two years' experience in a similar position.

**CLOSING DATE: 6 June 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 Department: phone 016 982 8000 or email [emerald.vacancies@tsogosun.com](mailto:emerald.vacancies@tsogosun.com)

*Only successful applicants will be contacted*

***Emerald Resort and Casino is an equal opportunity employer.***

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