



## VACANCY ADVICE TRAINING AND CEMS OFFICER

Grand Gaming KZN Slots (Pty) Ltd would like to recruit a Durban based Training and CEMS Officer in their Compliance Department with previous relevant experience. This position reports to the Compliance Manager, Grand Gaming KZN Slots.

### RESPONSIBILITIES OF THE POSITION INCLUDE BUT ARE NOT LIMITED TO:

- To co-ordinate/monitor all admin related to training in line with the company's WSP
- To co-ordinate all training services in line with the company's WSP
- To provide training as and when required in line with the company's WSP
- To maintain and co-ordinate training records in relation to the LPM roll out
- To provide ongoing support to Area Managers and premises owners
- To provide training support to HODs and employees
- To assist in the compilation of regular and adhoc training reports
- To handle all forms of correspondence, telephonic calls and to maintain an up to date filing system
- Facilitation of Gaming Induction, Cash Up and adhoc internal programmes
- Training Needs Analysis for WSP capturing
- Establish and maintain relationship with SETAs

### QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE REQUIRED

- Grade 12 + any HR related qualification
- A minimum of at least 2 years proven experience within the training space emphasis on attention to detail
- Strong administrative skills
- BBBEE knowledge
- The ability to travel in and around the Durban Region
- Proficiency in MS Office
- A valid code 08 drivers' licence
- English and any regional language would be an advantage
- The ability:
  - To focus on results through customer focus, managing work and planning
  - To express potential through adaptability, initiating action, work standards and stress tolerance
  - To interact effectively through communication, building customer loyalty and trust and managing conflict
  - To achieve goals by contributing to team success and follow up

Interested parties should email a detailed CV to [recruit@sunslots.co.za](mailto:recruit@sunslots.co.za) by close of business on Thursday, 14 October 2021.

### **Equity**

*Preference will be given to applicants from designated groups in line with the provisions of the employment Equity Act, No. 55 of 1998, as amended, Sun Slots internal recruitment policy and unit specific employment equity plans*



**POPIA Statement**

*Please note that when applying for any position, reference checks will be completed and personal information as defined in the Protection of Personal Information Act 4 of 2013 will be processed. In applying for this position, applicants will be deemed to have consented to such processing as defined in the Privacy Statement*

*Please note that should you not be contacted within 1-month after the closing date of this advertisement, please accept that your application has been unsuccessful*