



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

INSITUTIONAL SUPPORT

Sefako Makgatho Health Sciences University (SMU) is on a renewal path with exciting and unique opportunities to shape the training of medical and other health professionals, and scientists in general. We are on a vigorous campaign to attract top talent to join our exciting journey, as reflected in the opportunities below:

Space Planning Officer / Timetable Officer

Ref: 3/2026/RM/P8

The University is looking for an energetic, passionate and outstanding individual who will be responsible for the planning, coordination, and management of academic timetables and the allocation and optimization of teaching and learning spaces across the University. The role ensures alignment with the approved academic calendar, institutional policies, and operational requirements, while promoting efficient space utilisation and minimizing scheduling conflicts. The successful candidate will report to the Director: Built Environment and must meet the requirements and competencies and be responsible for the key performance areas below.

REQUIREMENTS

- Relevant Bachelor or Higher (NQF Level 7) in Facilities Management, Built Environment/Project Management Studies, Operations Management, Information Systems, Public Administration, Higher Education Management or related field
- A minimum of 3–5 years' relevant experience in University timetabling, space planning, DHET Space and academic administration or facilities coordination.
- Experience working within a public higher education institution will be an added advantage (have worked in a Tertiary institution)
- Proven experience in administering timetable systems and/or Student Information Systems (e.g., ITS, CELCAT, HEMIS)
- Advanced proficiency in MS Excel and reporting tools

COMPETENCIES

- Sound knowledge of academic structures, programme requirements, and Senate-approved academic calendars
- Strong analytical and data interpretation skills
- Ability to optimise space utilisation and resolve scheduling conflicts effectively

- Understanding of institutional governance, policy compliance, and public-sector operational environments
- Excellent stakeholder management skills with the ability to liaise effectively with Deans, Heads of Department, academic staff and support divisions
- Strong planning and organisational skills
- Ability to work under pressure, particularly during registration and examination periods
- High level of accuracy and attention to detail
- Excellent verbal and written communication skills
- Ability to maintain confidentiality and handle sensitive information
- Ability to work independently and as part of a multidisciplinary team

KEY PERFORMANCE AREAS

- Develop and maintain institutional lecture, tutorial, laboratory and examination timetables
- Allocate teaching and learning spaces in accordance with enrolment numbers, capacity standards, and teaching requirements
- Monitor and analyze space utilisation trends and prepare utilisation and occupancy reports.
- Ensure compliance with institutional timetabling and space allocation policies
- Administer and maintain timetabling and scheduling systems, ensuring data integrity and accuracy
- Ability to allocate the ah-hoc request for EOB, additional tutorials, SMU events etc
- Coordinate facilities with ICT, Security and Cleaning Services to ensure venues are operational and ready for academic use
- Manage timetable amendments arising from late registrations, staff changes, venue unavailability, or emergency situations
- Provide strategic input into infrastructure planning, refurbishment projects and enrolment growth planning
- Publish official timetables and provide user support and guidance to academic departments. (SMU timetable are circulated to Timetable committee)
- One-on-one meetings with each Department timetable representative to finalise timetables after all changes and corrections were made
- Assist with ad-hoc booking requests (block courses and assessments)
- Ensure optimal utilization of lecturing space within the university
- Work on HEMIS report errors together with HEMIS officer and respective departments
- Contribute to the overall development of SMU and actively promote a culture of service excellence and continuous improvement
- Perform any other duties as assigned by the Director: Built Environment and/ or Executive Director: Institutional Support

Closing date: 13 March 2026

Applications from employment agencies will not be considered.

Typed applications (**quoting the reference number**) which should contain comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of **Mr TR Moletsane**, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or by e-mail at hr.recruitment1@smu.ac.za not later than 16h00 as stated on the advert above.

It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

Telephonic enquiries regarding conditions of service: (012) 521-4433.

The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.

Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful.

The University reserves the right not to make an appointment.