**Tshwane University of Technology**

We empower people

The **Faculty of Engineering and the Built Enviroment: Office of the Dean** has a permanent position for a Faculty Facilities and Timetable Officer at the Pretoria Campus.

**INSTRUCTIONS:** Applicants are required to submit together with the CVs, a standardized application form available from the university intranet as well as recently certified copies of qualifications and Identity Document. Failure to comply with this instruction will disqualify the candidate. Further note that candidates may be expected to make a presentation or undergo competency testing

**Core functions:**

The successful candidate will be responsible for the following:

- Assist with ad-hoc booking requests (block courses and assessments).
- Arrange invigilators for tests (phone, SMS, follow-up, and assist employees when invigilators do not show up).
- Ensure that all bookings of venues are confirmed in writing and scheduled as requested by departments.
- Handle queries from Assessment Management relating to test weeks, incident reports.
- Arrange and confirm in writing all support services related and or requested for the venue booking.
- Ensuring that all invigilation claims are processed after ad hoc bookings and test weeks.
- Handle F12 transfer of funds document and submit to the relevant departments for payment of invigilator claim forms during test weeks, then submit to Finance department for processing.
- Coordinate all Venue Bookings with the official departmental timetable representative to ensure maximum utilization of all facilities under the control of the Department.
- Coordinate the submission of timetables according to the set dates provided by Facility Management.
- Send information out for SR1 (Service Request) and SR2 requests (Service Delivery).
- Ensuring data files are recorded correctly for submission the AQS to set up grouping on ITS system.
- Ensure that all timetables are captured on the CELCAT ITS System for all TUT Campuses Engineering Departments as agreed by HOD's.
- Organising and control of venues allocated to academic departments for lecturing purposes.
- Booking or submitting optimal utilization for SR4-Bookings (request for additional venues as set out per campus).
- Ensure optimal utilization of lecturing space within the Institution.
- Synchronise venue bookings with the timetable facilities.
- Capturing of space data on the ABACUS CELCAT programme (centralised on
- Pretoria Campus and as identified and agreed by the HOD).
- Technical Service maintenance of facilities as and when needed.
- Logging of faults and technical problems within the venues.
- Assisting Facility Management with HEMIS report errors.
- Compile memorandums with important information, for distribution to the faculty.
- Distribute important information/documents to the faculty when necessary.
- Compile deadlines for test weeks/ad-hoc bookings/reports and CELCAT timetables.
- Compile reports for submission to FCTL etc.
- Send timetables and the test week schedule to corporate communication for uploading to the TUT website.
- Attend meetings relating to planning, timetables, etc.

Women and people with disabilities are encouraged to apply.

- Liaise with Facility Management on a daily basis about venue bookings, function arrangements, etc.
- Attending ad hoc FCTL meeting on Faculty levels.
- One-on-one meetings with each Departmental timetable representative to finalise timetables after all changes and corrections were done.

**Minimum Requirements**

- NQF level 6 (minimum of 360 credits)
- (A relevant 3-year qualification in Office Management and Technology; Administrative Information Management; Administrative Management.

**Experience:**

- Three years of experience in facility Management; scheduling; resource allocation; data analysis; advanced Excel (including pivot tables, macros, and automation) and database management (SQL).

**Knowledge and Skills**

- Must have basic knowledge of the academic timetable environment.
- Must be able to understand and render support to the lecturer in the lecture room environment.
- Must know the support services environment to be able to determine the users need in a specific facility.
- Contract management (completing of venue booking form etc).
- Must have a working knowledge of the ITS system
- Must have knowledge of the ABACUS, CELCAT and equivalent Systems
- Computer literacy
- Client orientation
- Good communication skills
- Organising skills
- Co-ordination between support services divisions/departments
- Good administrative skills
- Training skill

Email your CV to: Recruitment10@tut.ac.za

Closing Date: 30 May 2025

If we have not responded within a month of the closing date, you should regard your application as unsuccessful. Correspondence will be entered into only with short-listed candidates. The University reserves the right not to make an appointment. Candidates will be required to undergo psychometric tests and any other simulation interventions.

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