

**INDEPENDENT CONTRACTORS (EXTERNAL MARKERS)  
SCHOOL OF MANAGEMENT SCIENCES  
COLLEGE OF ECONOMIC AND MANAGEMENT SCIENCES  
UNIVERSITY OF SOUTH AFRICA**

**DEPARTMENTS: HUMAN RESOURCE MANAGEMENT**

**REFERENCE: CEMS/HRM/05/2024**

Assessment is an integral part of curriculum development as outlined in the Curriculum Policy. During curriculum development, an assessment strategy is developed that is aligned to the ODeL Policy and strategy of UNISA. Assessment can have different focuses, namely to:

- improve the quality of students' learning experiences by focusing on significant knowledge, skills, attitudes and values, and providing motivation to work through the material through tasks and feedback, known as assessment for learning.
- b) focus on the ability to transfer knowledge to new contexts and to apply knowledge in specific contexts in line with the NQF level descriptors and other taxonomies of learning.
- c) focus on programmatic and graduate attributes and critical cross-field outcomes in assessment of learning.
- d) make academic judgements related to diagnostics, placements competence, progression and/or qualification completion; and as a feedback mechanism to improve curricula, known as assessment of learning; and to
- e) create opportunities for students to engage with the content, with their context, with the lecturer and with fellow students (**Unisa Assessment Policy, 2011**).

The Department of Marketing and Retail Management and Human Resource Management is inviting suitable applicants for providing assessment services to be appointed as independent contractors (markers) on a yearly basis. The purpose of this positions is to appoint competent and suitable candidates to complete and execute assessment task professionally and ethically align to the Assessment Policy and Guidelines.

**Requirements: Human Resource Management**

- Applicable and relevant qualification equivalent to NQF level 9 (MCom/MPhil/MTech) OR NQF level 10 (e.g. PhD/DCom/DPhil/DTech) with specialisation in HumanResource Management/Labour Relations Management/Human Resource Development or any related disciplines.
- At least 5-years teaching experience (primary or secondary) or relevant experience in the education field (TVET College /University)
- At least 3-years subject methodology teaching experience (CAPS school) or 5-years relevant experience in the education field (TVET College /University)

**Duties:**

- Complete and execute assessment task professionally.

- Comply and adhere to all Unisa tuition, assessment and examination and plagiarism policies and guidelines
- Act in the ethical and professional manner dealing with all assessment tasks
- Execute duties as stipulated in contract and task agreement
- Marking of assessment tasks fairly and consistently
- Meet deadlines of allocated assessment task
- Attend markers meeting and submit marking reports timeously
- Maintain confidentiality of all assessment tasks

### **Knowledge, skills and abilities**

- Basic knowledge of the discipline applying for
- Basic knowledge of assessment and assessment practices
- Basic knowledge of marking and procedures
- Basic knowledge of constructive feedback on assessment tasks
- Basic knowledge of academic dishonesty and plagiarism
- Knowledge of teamwork/leadership skills
- Good interpersonal and communication skills (listening, speaking, reading and writing)
- Must be honest / ethical and show empathy when required to mark assessment tasks
- Must have good problem-solving and decision-making skills
- Must be service orientated (Actively looking for ways to help and support lecturer or students)
- Must have good time management skills
- Ability to resolve conflict and maintain confidentiality of all assessment tasks
- Ability to work under pressure with adherence to deadlines

### **Recommendations:**

- Computer and Internet skills
- Have own desktop computer or laptop and internet connectivity (no computers or data bundles will be provided)
- Advanced communication skills and proficiency in English
- Digital literacy skills – competent in ICT and online learning environments
- Experience in online marking tools or software or LMS (Moodle will be an advantage)
- Commitment to marking and meeting deadlines for all assessments
- Friendly, patient, and sensitive to a diversity of students

**To apply please fill the application form by clicking this link <https://forms.office.com/r/MTiUFNYK1u> and submit the following documents via e-mail.**

- 1) An application letter indicating willingness to mark assignments and/or exam scripts for any of the modules listed below.
- 2) Comprehensive **UPDATED** and signed curriculum vitae (most recent)
- 3) Only a certified copy of the **HIGHEST** qualification as per requirement
- 4) Certified copy of ID/Passport and valid visa

**Please write the module code of the module you are applying for on the subject line of the e-mail.**

**Note: The required documents should be submitted as a single file (one PDF) to the email provided below.**

Email the supporting documents to [cemsmakers@unisa.ac.za](mailto:cemsmakers@unisa.ac.za) and write the module code as a subject.

**Assumption of duty:** The candidates will have to undergo **an interview (either face-to-face or Microsoft Teams)** and **online Moodle training sessions**. Completion of the prescribed training on various aspects of Marking on the Moodle platform is compulsory.

**Closing date: 17 October 2023**



We welcome applications from persons with disabilities

**Independent Contractor (MARKER) positions are available in the modules listed in the Departments.**

| <b>Module Code</b> | <b>Module Name</b>                                   | <b>Purpose of module</b>  | <b>Department</b>                              | <b>Number of Markers Required</b> |
|--------------------|--|---|--|-----------------------------------|
|                    |  |   |  |                                   |
| <b>LRM2601</b>     | <b>Labour Relations Management</b>                   | The purpose of this module is to enable learners to use a systems approach to demonstrate an understanding of how macro aspects of South African labour relations influence organisational strategies, policies, procedures, processes and practices. The syllabus includes labour relations concepts, theories and perspectives; external environmental factors impacting on labour relations; the role-players and other stakeholders in labour relations; labour legislation and its application in the South African workplace, dealing with workplace conflict by means of collective bargaining and effective dispute resolution; and building positive employer-employee relations. While the module incorporates international standards, knowledge systems and best practices, the information is presented within an African context to make it meaningful and relevant to those studying labour relations in South Africa. | <b>Department of Human Resource Management</b> | <b>1 marker</b>                   |
| <b>HRD2601</b>     | <b>Education, Training and Development Practices</b> | This module is intended to deal with the practice and principles of the training cycle in a particular context or work environment and the South African legislative framework. It is about actual training in the application of the training cycle after a learner has already mastered the core competencies involved.   | <b>Department of Human Resource Management</b> | <b>1 marker</b>                   |
| <b>HRM3705</b>     | <b>Remuneration Management</b>                       | This module will be useful to students who need to develop a well-rounded ability and detailed understanding of the management of remuneration in South Africa. People credited with this module can demonstrate applied knowledge of and a well-rounded ability to make suggestions on the development and implementation of remuneration strategies and systems in mainly South African organisations.  | <b>Department of Human Resource Management</b> | <b>1 marker</b>                   |

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|----------------|--|---|--|------------------|
| <b>HRM4802</b> | <b>The New World of Work: HRM Perspectives</b> | This module enables students to demonstrate a fundamental and systematic knowledge/understanding of human resource management (HRM) in the new world of work, which is characterised by increased globalisation, digitalisation and virtualisation as driven by Industry 4.0 (4IR) technologies. The syllabus focuses on developing an understanding of the impact of I4.0 and technological advances on basic HR principles and how HR contributes towards the achievement of the organisation's strategic business objectives in the new world of work. | <b>Department of Human Resource Management</b> | <b>2 markers</b> |
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