



**INDEPENDENT CONTRACTORS (EXTERNAL MARKERS)
SCHOOL OF ECONOMICS AND FINANCIAL SCIENCES
COLLEGE OF ECONOMIC AND MANAGEMENT SCIENCES
UNIVERSITY OF SOUTH AFRICA
DEPARTMENT: FINANCE RISK MANAGEMENT AND BANKING**

REFERENCE: CEMS/FRM/15/2024

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 Educational Foundations 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: Finance, Risk Management and Banking

- Applicable and relevant equivalent to NQF level 9 (MEd/MPhil/MTech/MEd OR NQF level 10 (e.g. Ph.D/DEd/DPhil/DTech) Specialization in Sociology of Education/Comparative and International Education/History Education/Philosophy of Education 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 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

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

Module Code	Module Name	Purpose of module	Department	Number of Markers Required
CRM1501	Credit Management	This module is intended for students who work or plan to work in financial institutions or credit departments of private firms and who have an interest in credit risk management. The purpose of CRM1501 is to provide learners with knowledge of the foundational principles of credit and with the skills to apply the knowledge to assess applications for credit. Its aim is also to prepare students for specialised employment at the operational level of banks.	Finance, Risk Management and Banking	1
FIN3701	Financial Management	To enable students to gain insight into investment decisions; financing decisions; optimal capital budget; target capital structure; dividend theory and dividend policy.	Finance, Risk Management and Banking	1
ISR3702	Life Insurance	This unit standard will be useful to people who are involved in the risk management and insurance field. The purpose of the module is to equip learners with the necessary competencies (knowledge, values and skills) to be able to apply the fundamental concepts, principles and processes in providing life insurance products and services.	Finance, Risk Management and Banking	1
FIN3703	Treasury Management	This module is especially intended for students in the banking and other financial services sectors who are, or intend to become, involved in the management processes of the bank. The recent changes in the bank environment globally have necessitated the development of a broader range of higher-level competencies in bank management, including in the field of Treasury Management. The purpose of the module is to provide the student with relevant competencies and capabilities (knowledge, skills, norms and values) in bank treasury management.	Finance, Risk Management and Banking	1
FIN3704	Applied Financial Management	This module will be useful to people who work within finance and credit management departments of any organisation. The purpose of the module is to equip students with requisite skills and knowledge to apply financial modelling techniques to solve financial problems. The students who have done this module will be able to build financial models factoring the time value of money, that will aid investment and financing decision making in organisations.	Finance, Risk Management and Banking	2

INV4801	Investments: Portfolio Management	To enhance students' knowledge of portfolio management. To provide an advanced understanding and analysis of an Investment Policy Statement (IPS), capital market expectations, asset allocation, fixed income portfolio management, equity portfolio management, alternative investments portfolio management, and portfolio performance evaluation.	Finance, Risk Management and Banking	2
FIN4802	International Financial Management	To provide students with an advanced understanding of international financial management, including exchange rate risks and the management thereof. It also addresses short term and long-term asset and liability management.	Finance, Risk Management and Banking	2
RSK4802	Governance, Risk and Compliance Management	This module will be useful to students who work in the Government departments, NGO's e.g., Corporate, financial, and non-financial institutions and have an interest in governance and compliance as it relates to risk management. Students accredited with this module will be able to understand and analyze the Risk Management process and the role of risk management in the organisation, the Compliance management process within the organisation as it is required by specific legislation and supervisory bodies and the Corporate Governance process within the organisation as it is required by the specific supervisory bodies.	Finance, Risk Management and Banking	1
RSK4803	Risk Financing	This module will be useful to students who are following or planning to follow a career in risk management. Students credited with this module will be able to interpret risk management regulations, analyse risk exposures in financial terms, determine the cost of risk control and advise management on a realistic risk appetite.	Finance, Risk Management and Banking	1
RSK4804	Credit Risk Management	Students who complete this module will be able to apply the principles and process of credit risk management, formulate lending objectives and apply the credit risk analysis framework, monitor, review and manage the credit risk, and formulate funding strategies in order to finance their current operations and support future growth.	Finance, Risk Management and Banking	1
ISR1504	Risk Management and Insurance	This module will be useful for anybody working in the short-term insurance industry which requires a basic knowledge of risk management. The purpose of the module is to equip students with the necessary competencies (knowledge, values and skills) to explain and analyze the fundamental concepts, principles and processes of risk management, with special reference to short-term risk exposures.	Finance, Risk Management and Banking	1

ISR1505	Principles of Life Insurance	This module will be useful to people who are involved in the life insurance field. The purpose of the module is to equip students with the necessary competencies (knowledge, values and skills) to be able to apply the fundamental concepts, principles and processes in providing life insurance products and services.	Finance, Risk Management and Banking	1
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We welcome applications from persons with disabilities

