

**UNIVERSITY OF SOUTH AFRICA
ONLINE INDEPENDENT CONTRACTORS (TEACHING ASSISTANT)
COLLEGE OF HUMAN SCIENCES
SCHOOL OF ART
DEPARTMENT OF AFRICAN LANGUAGES
(REF.DTjika/TA/Contr/CHS/DEC/2022)**

UNISA is a publicly funded institution in South Africa dedicated to open and distance education. In keeping with its mandate as a comprehensive, open and distance e-learning tertiary institution offering a variety of academic and career-focused programmes, the University is inviting applicants for services as Online TA (Teaching Assistant) on an independent contract basis.

Teaching Assistant positions are available in the Department of African Languages:

Module AFL1501- Language through an African lens

In this module students will learn how to interact successfully in a multicultural society, including how to demonstrate sensitivity to their own language usage and that of others. The module also gives students the opportunity to learn to interact across cultures with knowledge and respect.

Specific Requirements:

- ✓ A master's degree in African Languages **OR** a master's degree within the Faculty of Arts/ Humanities/ Social Sciences/ Education (Having done an African Language subject at undergraduate level will be a recommendation)
- ✓ A research reflection and/or portfolio for both academics and non-academic
- ✓ 2 research output units during the previous 5 years (Academics) or 1 research output units during the previous 3 years Or rated by NRF as a researcher (academics) (*weaved if master's degree was obtained within the last two years*)

Recommendations:

- ✓ A PhD degree in any field within the Faculty of Arts/ Humanities/ Social Sciences/ Education
- ✓ Certified advanced computer literacy
- ✓ Teaching experience of at least three years will be to your advantage
- ✓ Experience with teaching in an Open Distance e- Learning environment.
- ✓ Being former Unisa student would be advantage owing to operational knowledge of the myUnisa platform

Eligibility:

- Ongoing access to Internet connection at your own cost.
- Only applicants with the relevant qualifications will be considered.
- Please do not apply If you are currently appointed as a Unisa Teaching Assistant.
- UNISA fixed term or permanent staff members will not be considered.

Teaching Assistants will have the following duties:

- Familiarize yourself online with the subject content of the course.
- Review and give feedback regarding the online study content and all assessments at the start and during the semester
- Familiarize yourself with the pedagogical approach followed to teach the online course, including by attending required online training provided by Unisa
- Familiarise yourself online with the myUnisa learning platform, including by attending required online training provided by Unisa
- Actively engage and contribute to the TA support site, by performing tasks allocated by lecturers and by assisting fellow TAs who are struggling
- Actively mentor one or more new TAs to ensure they meet performance standards
- Contribute with new ideas and draft content or assessment questions at the request of lecturers
- Actively facilitate, support and guide student online learning for approximately 200 assigned students
- Facilitate subject-related student online discussions, per instructions of lecturers
- Participate in online round-robin test pack marking as required by lecturers for approximately six assessments
- Participate in online test pack marking meetings on Teams for approximately six assessments
- Mark (grade) approximately six student online assignments
- Provide personalized feedback on approximately six student online assignments
- Contribute to the preparation of online generic pre-guidance and post-feedback regarding approximately six online student assessments
- Respond within 24 to 48 hours in a professional manner to student queries using the University platform
- Interact frequently online with the lead lecturer as directed
- Fulfil online ad-hoc and administrative tasks related to the TA role, e.g., marking spreadsheets, plagiarism reports, high-risk student reports, etc.

As an Independent Contractor you will:

- Not be regarded as an employee of Unisa.
- Not be entitled to any benefits such as medical aid, office space, equipment, leave (including sick leave), in terms of the UNISA conditions of service.
- Be expected to provide your own infrastructure i.e. your own computer, your own Internet access, workspace and any other office-related equipment.
- Be expected to be available to work a minimum of 20 hours per week, spread over most days of the week.

To apply, you need to do the following:

- 1) Complete the form below (see the last page)
- 2) Please attach scanned certified copies of the following documents:
 - certified copy (within the previous three months) of qualifications.
 - certified copy (within the previous three months) of academic transcript.
 - certified copy (within the previous three months) of your identity document/passport.
 - certified copy (within the previous three months) of Marriage certificate or divorce decree. (if applicable)
 - certified copy (within the previous three months) of your valid permit (foreign applicants).
 - certified copy (within the previous three months) of SAQA verification of foreign qualifications.
- 3) Comprehensive curriculum vitae.
- 4) The required documents should be submitted as a single file (one attachment) to the email provided below

Gross Remuneration: R14960.00

Closing Date: 27 December 2022(Application has to be emailed before close of business at 16:00)

General Enquiries: Mr Donald Tjikana: Tel: (012) 481 2913.

The applications should be emailed to; CHS-TA@unisa.ac.za

Assumption of duty February or July 2022: Completion of the prescribed online training is compulsory. Appointments will only be finalised and activated after the successful completion of the prescribed online training.

UNISA reserves the right to authenticate all qualifications without any further consent from the applicant.
Late, incomplete, and incorrect applications will not be considered.

Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.

We welcome applications from persons with disabilities



UNISA reserves the right not to make an appointment and correspondence will be limited to short-listed candidates only. If you have not been contacted within 4 months after the closing date of this advertisement, please accept that your application was not successful.

SURNAME¹				Title			
FULL NAMES							
College				Department (<i>see advert</i>)			
Modules: <i>Max of 3</i>						Tel no	
Race		B <input type="checkbox"/> C <input type="checkbox"/> I <input type="checkbox"/> W <input type="checkbox"/>		Female <input type="checkbox"/> Male <input type="checkbox"/>		Disability Yes <input type="checkbox"/> No <input type="checkbox"/>	
Registered disability		Total <input type="checkbox"/> Partial <input type="checkbox"/>		Mental <input type="checkbox"/> Physical <input type="checkbox"/>		Hearing <input type="checkbox"/> Sight <input type="checkbox"/>	
Identification number				Date of birth			
Income tax number							
Country of birth				Nationality			
Are you a South African citizen by birth?		Yes <input type="checkbox"/> No <input type="checkbox"/>		If no indicate the date citizenship was acquired			
Foreigner							
Passport no				Country of issue		Expiry date	
Work permit no				Type of permit		Expiry date	
Permanent residence status		Yes <input type="checkbox"/> No <input type="checkbox"/>		Date granted			
Residential address				Postal address			
Postal code				Postal code			
Telephone numbers		Home				Fax	
		Cell				email address	
Emergency Contact Details		Relationship		Next of kin		Child	
Initials & surname						Spouse	
						Friend	
Are you currently a registered UNISA student?				Yes <input type="checkbox"/> No <input type="checkbox"/>		Student no	
Qualifications²							
Year completed		Qualification				Institution	
Signature							

For office use:

Claim System number/Oracle number

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¹ To be completed by incumbent

² From highest to lowest

Task Number

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