

**INDEPENDENT CONTRACTORS (EXTERNAL MODERATORS)
DEPARTMENT OF GEOGRAPHY
SCHOOL OF ENVIRONMENTAL SCIENCE
COLLEGE OF AGRICULTURE AND ENVIRONMENTAL SCIENCE
UNIVERSITY OF SOUTH AFRICA**

REFERENCE: CAES/MOD/07/2024

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.
- 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.
- Focus on programmatic and graduate attributes and critical cross-field outcomes in assessment of learning.
- 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
- 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 Geography is inviting suitable applicants for providing assessment services to be appointed as independent contractors (External Moderators) on a yearly basis. The purpose of this positions is to appoint competent and suitable candidates to moderate assessment tasks professionally and ethically align to the Assessment Policy and Guidelines.

Requirements:

- Applicable and relevant equivalent to **NQF level 9 OR NQF level 10 in Geography or related field.**
- At least 5-years teaching experience or relevant experience in the education field (College/ University)

Duties:

- Moderate 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
- Moderating of assessment tasks fairly and consistently
- Meet deadlines of allocated assessment task
- 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 the below link and submit the supporting documents via e-mail to caesmarkers@unisa.ac.za

<https://forms.office.com/r/Nzq880u61D>

- 1) An application letter indicating willingness to moderate assessment for any of the modules listed below.
- 2) Comprehensive **UPDATED** and signed curriculum vitae (most recent)
- 3) Certified copies of the qualifications and academic transcripts as per requirement

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

Email the supporting documents to caesmarkers@unisa.ac.za and write the reference number as a subject.

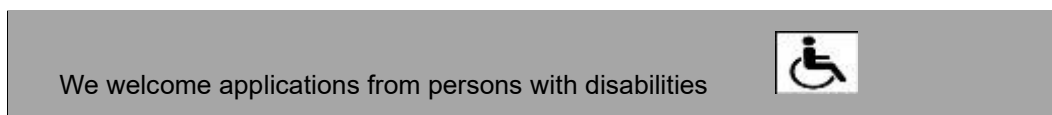
Assumption of duty: The candidates will have to undergo **an interview (either face-to-face or Microsoft Teams)** and **online Moodle training sessions**. Completion of the prescribed training on various aspects of Moderation on the Moodle platform is compulsory.

Closing date: 31 October 2023

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.

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.



Independent Contractor (MODERATOR) positions are available in the modules listed in the Department of Geography

MODULE CODE	MODULE NAME	PURPOSE OF MODULE	DEPARTMENT	NUMBER OF INDEPENDENT CONTRACTORS REQUIRED
GGH1502	World Issues: A Geographical Perspective	The purpose of this module is to equip students on an introductory level with the required knowledge and skills which will enable them to identify the causes, impacts, and possible solutions of human and environmental problems. Students will be exposed to different perspectives/views on environmental issues with emphasis on the African context. Although the scope is global; where applicable, particular attention is given on how these impacts manifest in both Africa and South Africa. Students will also be introduced to some of the skills, techniques, and aids that geographers use to analyse environmental problems.	Geography	1 External Moderator
GGH3703	Introduction to GIS	The purpose of this module is to provide students with an in depth understanding of how Geographical Information Systems (GIS) work. Students will be introduced to the different components and functions of GIS and learn about the application value of GIS. Students who complete this module will be able to use GIS to capture and analyse spatial data in order to communicate information to address spatial problems and issues	Geography	1 External Moderator

GGH3705	Assessing Environmental Impacts	The purpose of this module is to equip students with a solid grounding in environmental assessment processes in a variety of geographical contexts. This will enable them to interpret a variety of specialist environmental impact assessment data and reports in order to contribute to strategic, management, planning and development decisions. Students will furthermore be guided to employ critical perspectives and ethical environmental practices that are conducive to future sustainable development.	Geography	1 External Moderator 1 External Re-maker
GGH3707	Ecotourism	The aim of this module is therefore to equip students with the required knowledge and skills to make an informed contribution to the development and management of ecotourism destinations or ventures. Specific focus areas include the exploration of the philosophical roots of ecotourism, the benefits of sustainable conservation, environmental interpretation, sensitivity towards and an appreciation of biodiversity and local cultures, and the planning, managing, and marketing of ecotourism destinations.	Geography	1 External Moderator
GGH4802	The Geography of Everyday Living in Human Settlements	The purpose of this module is to guide you in an exploration of the various factors that impact life in human settlements. This will enable you to make informed contributions to everyday living in human settlements. This course emphasises the critical analysis of different theoretical approaches to quality of life from a geographical perspective	Geography	1 External Moderator
HRGGH82	Becoming a Geographical Researcher	To assist student's, develop ability to identify a real-life geographical scenario that justifies research and to present an acceptable research proposal on the identified scenario and to guide students to, undertake the research on their chosen geographical scenario as well as report their research findings. Students can provide personal reflections on how the research experience has contributed to their own sense of citizenship and employability.	Geography	1 External Moderator