

**INDEPENDENT CONTRACTORS (EXTERNAL MARKERS)
COLLEGE OF ACCOUNTING SCIENCE
SCHOOL OF ACCOUNTANCY
COLLEGE OF ACCOUNTING
UNIVERSITY OF SOUTH AFRICA
AUDITING**

REF: CAS/EX/MKRS/04/2024

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 judgments 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 Auditing is inviting suitable applicants for providing assessment services to be appointed as independent contractors (External Makers) on a yearly basis. The purpose of these positions is to appoint competent and suitable candidates to moderate assessment tasks professionally and ethically align to the Assessment Policy and Guidelines.

Requirements:

- At minimum **NQF level 8** Postgraduate Diploma / Honours Bachelor of Accounting Science CTA/Internal Auditing or LLB degree or a degree in the forensic field on NQF level 8 AND
- Qualified CA (SA) or (FP)SA or CFE Or Registered with a Professional Body related to the Forensic Profession
- A minimum of three (3) years of practical experience in commercial forensic investigations.
- Practical experience in criminal as well as civil cases
- An **NQF level 9** (Master's degree) or **NQF level 10** (PhD) **in the relevant field will be an Advantage**
- Commerce and Industry experience is required
- Academic Experience will be an Advantage.

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 tasks
- Maintain confidentiality of all assessment tasks

Knowledge, skills, and abilities:

- Knowledge of the discipline applying for
- Knowledge of assessment and assessment practices
- Knowledge of marking and procedures
- Knowledge of constructive feedback on assessment tasks
- 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, you need to submit the following:

- 1) An application letter indicating willingness to mark assignments and/or exam scripts for any of the modules listed below.
- 2) Comprehensive **UPDATED** curriculum vitae (most recent)
- 3) Only a certified copy of ID, qualifications as per requirement and a proof of Membership with a Professional Body

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

To apply please click the following link and sent the supporting documents to the e-mail provided <https://forms.office.com/r/aXjbyiA0m3>

Email supporting documents to the attention: **casmakers@unisa.ac.za**. Applicants must use the reference **CAS/EX/MKRS/04/2024** as subject when applying.

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: 26 April 2024

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.

We welcome applications from persons with disabilities



Independent Contractor (MARKER) positions are available in the modules listed in the Department of Auditing:

MODULE CODE	MODULE NAME	PURPOSE OF MODULE	NUMBER OF MARKERS REQUIRED
AUDITING			
AUE4801	Forensic Audit Reporting	To provide students with a practical insight, knowledge and understanding of the role of a forensic auditor as a reporter in a South African context. This role includes reporting aspects of the fraud investigation, providing further investigative support, writing and issuing the formal report and ultimately testifying on its contents as expert witness.	1
AUE4866	Fraud Investigation for Forensic Auditors	The purpose of this module is to provide students with knowledge, skills and values to understand all aspects of fraud investigation, including background investigations, investigative interviewing; financial statement analysis, electronic evidence collection and recovery and the use of computer-aided forensic audit techniques.	1