



**INDEPENDENT CONTRACTORS (EXTERNAL MARKERS)  
DEPARTMENT OF POLITICAL SCIENCES  
SCHOOL OF SOCIAL SCIENCES  
COLLEGE OF HUMAN SCIENCES  
(Ref: CHS/POL/MKR/10-2023BM)**

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 the 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 Political Sciences is inviting suitable applicants for providing assessment services to be appointed as independent contractors (Markers) on a yearly basis. The purpose of this Independent Contractors appointment is to appoint competent and suitable candidates to **mark** 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 **Political Sciences, /African Politics or related field.**
- At least 5-years teaching experience or relevant experience in the education field (TVET College/ University)

**Duties:**

- Mark assessment tasks 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
- Mark 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, 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** and signed curriculum vitae (most recent)
- 3) Only a certified copy of the **HIGHEST** qualification as per requirement

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

Applicants are expected to first complete the form on the **Portal** <https://forms.office.com/r/ipBBg1xwZi> and thereafter forward the supporting documents to the attention of [chsmarkers@unisa.ac.za](mailto:chsmarkers@unisa.ac.za)



**We welcome applications from persons with disabilities.**

**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: 09 November 2023**

**Applications sent to the incorrect email address will not be considered.  
Late, incomplete and incorrect applications will not be considered.**

**Independent Contractor (Marker) positions are available in the modules listed in the Department of Political Sciences**

<b>MODULE CODE</b>	<b>MODULE NAME</b>	<b>PURPOSE OF MODULE</b>	<b>Number of Political Sciences</b>
PSC2601	South African Politics	The purpose of this module is to enable students to demonstrate an understanding of South African politics, the theories and ideas; to analyse and describe the background and the characteristics of the most important aspects thereof.	3 Markers
PLC3702	Democracy and other forms Regime	The purpose of this module is to enable students to identify, analyze, describe, classify, and compare various forms of regime, in particular democracy.	2 Markers