



**INDEPENDENT CONTRACTORS (EXTERNAL MARKERS)
SCHOOL OF MANAGEMENT SCIENCES
DEPARTMENT OF BUSINESS MANAGEMENT
COLLEGE OF ECONOMIC AND MANAGEMENT SCIENCES
UNIVERSITY OF SOUTH AFRICA**

REFERENCE: CEMS/BSM/25/2024

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:

- Applicable and relevant equivalent to NQF level 9 (MEd/MPhil/MTech/MEd OR NQF level 10 (e.g. Ph.D/DEd/DPhil/DTech) Specialization Strategic Management or any related disciplines.
- Experience in teaching and marking will be added advantage.

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/4B50Ms0iqw> 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 applications to cemsmakers@unisa.ac.za

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: 14 December 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
MNG3701	Strategic Planning IIIA	students who complete this module will be able to conceptualize and explain relevant components of strategic planning as part of the Business Management strategic management process.	Department of Business Management	15 markers
MNG3702	Strategic Implementation and Control	Students who complete this module can analyze and critically evaluate the choices made in implementing and controlling business-level Business Management Strategy.	Department of Business Management	10 markers