



**INDEPENDENT CONTRACTORS  
(ACADEMIC LITERACY FACILITATORS)**

**EASTERN CAPE  
REGION  
(Ref: EC/ALF/06/2024)**

**Purpose**

The purpose of the job is to facilitate academic reading and writing skills in a range of contexts as part of academic development programs of the university and for the training of students on research skills, so as to contribute to region-wide learner support and increase retention and throughput. Academic literacy forms a foundation for the students who are not well prepared to handle the University academic content on their own and may require additional support while they are in the process of learning the content. Discipline-specific college academic literacy intervention is support that is focused on the college specific interventions by the facilitators with the college experience and qualifications. It is through this intervention that the regional office intent to improve the college module success rate while reducing the number of students who are repeating the modules.

**Objectives are:**

- It is aimed at the development of the college specific knowledge and attributes.
- It creates opportunities for students to engage with the content, with their context, with the facilitator (lecturer) and with fellow students (Unisa Assessment Policy, 2011).
- It improves the quality of students' learning experiences by focusing on significant college knowledge, skills, attitudes and values, and providing motivation to work through the material through tasks and feedback, 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.
- It focusses on programmatic and graduate attributes and critical cross-field outcomes

**Requirements:**

- A Masters degree (**NQF level 9**) or a Doctoral degree (**NQF level 10**) or a relevant qualification equivalent to **NQF level 9** (MA/MPhil/MTech) OR **NQF level 10** (e.g. Ph.D/DPhil/DTech).in any of the following fields: **Accounting (Taxation and Management Accounting), Economics, Education, English, Applied mathematics, Statistics and Mathematics.**
- A minimum of two years' experience working in higher education or post-schooling institutions (working in a developmental academic literacies programme would be an added advantage)
- At least 3-years subject methodology teaching experience in the field (TVET College /University of Technology/ Online distance education institutions.

- A track record of involvement in strategic improvement of higher education student learning, retention and throughput through academic support
- An understanding of student challenges and needs in a higher education environment.
- Documented experience in languages and literacy materials development
- Excellent written, oral, and electronic communication skills in English and facilitation skills.
- Advanced communication skills and proficiency in English
- Computer competency and knowledge of MS Teams.
- Demonstrated experience in working with culturally diverse student populations
- Own computer with the relevant software for online teaching and learning and reliable internet access
- Own transport (in case of face-to-face sessions)
- Knowledge of learning theories and strategies to improve academic literacies practices
- An ability to conduct consultations and facilitate active learning-based workshops

**Duties:**

- Plan and offer one-on-one consultations and workshops on academic reading and writing, subject specific generic training, learning to learn in different modes and research skills through the medium of English
- Initiate, design and pursue interventions that promote the integration of language and content
- Design and develop self-study resources and workshop materials such as presentations, podcasts, vodcasts, handouts etc.
- Conduct research in the field of academic language development
- Contribute to institutional research to assess student retention and throughput, and the impact of the Academic Literacies Centres
- Promote the services of the Academic Literacies Centre
- Execute duties as stipulated in the contract and task agreement
- Attend facilitator training sessions and meetings.

**Knowledge, skills and abilities:**

- Basic knowledge of the discipline applying for
- Must be proficient in English (verbal and written)
- Must have good planning skills
- Must have excellent facilitation skills
- Must be computer literate (advanced computer competencies will be an added advantage)
- Basic knowledge of academic dishonesty and plagiarism.
- Knowledge of teamwork and good leadership skills.
- Good interpersonal and communication skills (listening, speaking, reading and writing).
- Must be honest / ethical and hold the highest standard of professionalism
- Must have good problem-solving and decision-making skills.
- Must be service orientated (Actively looking for ways to help and support students or lecturer).
- Must have good time management and administrative skills.
- Maintain professionalism with all stakeholders including students
- Ability to work under pressure with adherence to deadlines.

**Recommendations:**

- Computer and Internet skills.
- Have gadget and software that are used for online teaching and learning (computer and modem and access to data) (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.
- Friendly, patient, and sensitive to a diversity of students.

- Research experience in the field specialisation required (at risk modules).
- Initiate, design and pursue interventions that promote the students' internalisation of the subject content.
- Develop subject specific support material and make presentation.
- Recording of the podcast or training material.

The Regional Office is inviting suitable applicants for providing academic literacy support to be appointed as independent contractors (facilitators) on a yearly basis. The purpose of this position is to appoint competent and suitable candidates to complete and execute academic literacy support and research skills training to students after hours or on Saturdays.

**To apply please submit the following documents:**

1. Comprehensive **Updated** and signed curriculum vitae (most recent)
  2. Within 6 months certified copies of-
    - Identity document/passport
    - Proof of residents
    - Highest** qualification as per requirement
    - SAQA verification of foreign qualifications (if applicable)
    - valid permit (foreign applicants).
    - Notice of registration (SARS letter)
- UNISA reserves the right to authenticate all qualifications without any further consent from the applicant
- The contact details of three contactable references must be provided
- Unisa is not obliged to fill an advertised position

**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/GYjAaCK03f> and thereafter forward the supporting documents to the attention of [ECRegion@mylife.unisa.ac.za](mailto:ECRegion@mylife.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).**

**Closing date: 14 December 2023**

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

**Independent Contractor (Facilitators) positions are available in the following college**

Module Code	Module Name	Facilitator's Role	Department/College	Number of Facilitators Required
MAC1501	Introduction to Management Accounting	The facilitator will facilitate learning and provide academic support to undergraduate students so that they can develop the necessary Knowledge and discipline specific skills.	College of Accounting Sciences	1 Facilitator
MAC2601	Principles of Management Accounting			
MAC2602	Principles of Strategy, Risks and Financial Management Techniques			
MAC3701	Application of Management Accounting Techniques			
MAC3702	Application of Financial Management Techniques			
MAC3703	Selected Accounting and Financial Management Techniques			
MAC3761	Management Accounting III			

TAX1501	<b>Taxation of Salaried persons</b>	The facilitator will facilitate learning and provide academic support to undergraduate students so that they can develop the necessary Knowledge and discipline specific skills.	<b>College of Accounting Sciences</b>	<b>1 Facilitator</b>
TAX3701	<b>Taxation of Business Activities</b>			
TAX3761	<b>Taxation of Business Activities and Individuals</b>			
ECS1501	<b>Economics 1500</b>	The facilitator will facilitate learning and provide academic support to undergraduate students so that they can develop the necessary Knowledge and discipline specific skills.	<b>College of Economics and Management Sciences</b>	<b>1 Facilitator</b>
ECS2601	<b>Micro-economics</b>			
ECS2602	<b>Macro Economics</b>			
ECS3702	<b>International Trade</b>			
ECS3703	<b>International Finance</b>			
ECS3704	<b>Public Economics</b>			

<b>DSC1520</b>	<b>Introductory financial mathematics</b>	The facilitator will facilitate learning and provide academic support to undergraduate students so that they can develop the necessary Knowledge and discipline specific skills.	<b>College of Economics and Management Sciences</b>	<b>1 Facilitator</b>
<b>DSC1630</b>	<b>Quantitative modelling</b>			
<b>CEDU</b>	<b>Research Proposal, Dissertation and Thesis</b>	The facilitator will provide research writing support to postgraduate students, furthermore the facilitator will help to develop and enhance academic writing and research skills to enable students to understand the research process and structure their research proposal, report, dissertation and thesis according to expected guidelines and standards.	<b>College of Education</b>	<b>1 Facilitator</b>
<b>CHS</b>	<b>Research Proposal, Dissertation and Thesis</b>	The facilitator will provide research writing support to postgraduate students, furthermore the facilitator will help to develop and enhance academic writing and research skills to enable students to understand the research process and structure their research proposal, report, dissertation and thesis according to expected guidelines and standards.	<b>College of Human Sciences</b>	<b>1 Facilitator</b>