

UNIVERSITY OF SOUTH AFRICA
CALL FOR EXPRESSION OF INTEREST
DEPARTMENT: ACADEMIC PLANNING
LANGUAGE PRACTITIONERS:

Editing and Translation for all languages as listed below:

IsiNdebele	5
South Sotho	5
Setswana	5
Siswati	5
Xitsonga	5
Tshivenda	5

To be appointed on an Independent Contract (This is not a full-time position)

(Ref: Language Practitioners/IC/NV/2022-2)

To edit, translate and proofread study material and other texts such as research articles, glossaries, abstracts, and official institutional documents in the official languages of South Africa in accordance with the directorate's mission and standards.

Minimum Requirements:

- Grade 12 (Matric) plus bachelor's degree or National Diploma (i.e., in Language Practice/Applied Language Study/Applied Linguistics/ Linguistics) majoring in Translation and Language Editing.
- The relevant qualification to edit and translate in and from English and one of the other official languages.

Recommendation:

- Experience in the editing and translation of academic texts.

Tasks:

Editing:

- Language
- Substantive
- Technical

Translation:

- Language & Style,
- Meaning & Content
- Technical Element Translation

Assumption of duty : *as soon as possible*

Remuneration : Remuneration is commensurate with the number of pages produced

Closing date : **11 October 2022**

Enquiries: (012) 429 2066 Mrs NM van Vuren (HR: Contracts)
(011) 471 3475 Dr M Vergie (Language Services Directorate)

Applications can be forwarded by email to: vvurenm@unisa.ac.za

Applicants will be subjected to language editing and translation selection tests in the prescribed languages.

- **The complete prescribed application form attached herewith must be accompanied by Comprehensive Curriculum Vitae and Certified Copies (within the previous six months) of;**
 - identity document;
 - all educational qualifications;
 - academic transcripts/records;
 - proof of SAQA verification of foreign qualifications (if applicable)

The detailed advertisement can be found on the Unisa website: <https://www.unisa.ac.za/vacancies>

- Unisa is not obliged to fill an advertised position.
- Late, incomplete, and incorrect applications will not be considered.

We welcome applications from Persons with Disabilities



All applications should reach UNISA before 16h00 on the closing date.

Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months after closing date of this advertisement, please accept that your application was not successful.

CONFIDENTIAL



PO Box 392
UNISA
 0003
 South Africa

APPLICATION FOR AN INDEPENDENT CONTRACT

IMPORTANT: Applicants are requested to complete the form in **full**

- Write or print in black ink only
- Attach certified copies of official statements of subjects and symbols, diploma or degree certificates conferred
- Originally certified copies of qualifications and identity document **MUST** be attached to the application form
- Should you wish to apply for a post in more than one department, complete a separate form for each position
- Applications will only be considered for advertised posts
- Late, incomplete and/or incorrect applications will not be considered
- Send the completed application form to the address indicated in the advertisement

1. PERSONAL PARTICULARS

Surname							
Full names							
Identity number				Unisa student no			
Race <i>(Mark with x)</i>	African	Coloured	Indian	White	Gender	M	F
Are you a South African citizen?						Yes	No
If you are not a citizen by birth, please indicate the date you acquired your citizenship							
Permanent residence status						Yes	No
If you have permanent residence status, please indicate the date you acquired permanent residence							
If you are a foreigner please provide the following <i>(Certified copies of documents must be attached)</i>							
Passport no		Country of issue		Expiry date			
Work visa no		Type of visa		Expiry date			
Are you a person with a disability?						Yes	No
If yes, please provide further details							

Residential address				Postal address				
			Code				Code	
Telephone no	Home		Work				Fax	
Cell			e-mail					

2. PARTICULARS OF POST APPLIED FOR

Department			
Reference no		Job title	

3. DETAILS OF PRESENT POSITION (if applicable)

Employer		Address		
Position		Period of employment		

4.1 RELEVANT OCCUPATIONAL EXPERIENCE (Attach CV)

Employer	Position/ duties/ type of work	From		To	
		Year	Month	Year	Month

4.2 OTHER OCCUPATIONAL EXPERIENCE

Employer	Position/ duties/ type of work	From		To	
		Year	Month	Year	Month

5. SCHOOL EDUCATION

Highest standard/grade passed	Month	Year	Institution

6. POST SCHOOL EDUCATION *(Completed)*

Degree/diploma/certificate	Institution	Year first enrolled	Normal duration	* f / p	Major subjects

7. CURRENT AND/OR INCOMPLETE STUDIES *(if applicable)*

Degree/diploma/certificate	Institution	Year first enrolled	Normal duration	* f / p	Major subjects

* Full-time study must be indicated by 'F' and part-time by 'P'.

8. LANGUAGE PROFICIENCY

Indicate language and level of proficiency, i.e. ability to speak, read, write, poor (P), average (A), very good (VG):

Language	Speak	Read	Write

9. OTHER SKILLS

Please give details of any other skills that you may have (e.g. computer skills)

10. Applicants are required to indicate to what extent their qualifications and experience meet the requirements of the post. Please structure your response according to the requirements as set out in the advertisement:

11. ADDITIONAL INFORMATION

Furnish any additional information which you regard as relevant in support of your application	

12. REFERENCES (*Contactable*)

	Relationship to applicant	Institution/organisation/employer	Telephone/fax-e-mail

13. CRIMINAL CASES/OFFENCES

Have you ever been found guilty of a criminal offence?				Yes	No
If yes, please provide further details					
Have you ever had a sentence imposed? (mark with an x)					
	Period (eg 2 years)	From	To		
Imprisonment					
Suspended sentence					
Admission of guilt	Date		Amount		
Other					
Is there any criminal, civil or disciplinary action pending against you?				Yes	No
If yes, please provide further details					

Have you ever been found guilty of misconduct at a previous employer?

Yes

No

14. DECLARATION BY APPLICANT

I, hereby declare that the information I have provided on this form is correct and give consent that references may be contacted and credentials verified.

CONSENT IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT NO 4 OF 2013

1. I declare that all the personal information furnished by me on this form are true and correct, and I undertake to inform Unisa of any changes in my personal information.
2. I undertake to comply with all the rules, regulations and decisions of the university and any amendments thereto and I have taken note of advice which may be applicable to employees in general.
3. I, as an employee of Unisa or an applicant for employment at Unisa, hereby consent that Unisa may collect, use, distribute, process my personal information for its business purposes, which may include, but is not limited to:
 - 3.1 internal administrative processes pertaining to my employment at Unisa;
 - 3.2 conducting criminal, credit and reference checks; and
 - 3.3 institutional and scholarly research.
4. I also consent that Unisa may share my personal information with other Universities of South Africa, the Department of Higher Education and Training, the South African Qualifications Authority, Qualification Verification Agencies, Internal and External Auditors, legislative requirements, e.g. the South African Receiver of Revenue, Department of Home Affairs, Department of Labour, Banks, service providers offering Unisa employees various services as part of employment benefits such as relevant retirement fund and group life insurance, their appointed administrator(s), recognised medical aid schemes, the risk benefit insurers, external survey and benchmarking organisations, employee development service providers, legal entities which may lawfully require such information for legal obligations and/or investigations and third parties rendering communication facility on behalf of the university.
5. I understand that in terms of the Protection of Personal Information (POPI) Act and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to investigations, litigation or when personal information is publicly available.
6. I will not hold the university responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.
7. I confirm that I have read the notice and understand the contents.

Note: The nature of personal information collected can be viewed in the Personal Information Inventory Lists published on the Unisa webpage at www.unisa.ac.za

Date: _____

Signature: _____