



**INDEPENDENT CONTRACTORS  
(ACADEMIC LITERACY FACILITATORS)  
MIDLANDS REGION  
(Ref: CHS/ALFCOM/MKR/10-2023BM)**

**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. Subject 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 module.

**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 improve 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 focus on programmatic and graduate attributes and critical cross-field outcomes

**Requirements:**

- Applicable and relevant qualification equivalent to **NQF level 9** (MA/MPhil/MTech/ OR **NQF level 10** (e.g. Ph.D/DPhil/DTech).
- At least 5-years teaching experience (primary or secondary) or relevant experience in the field (TVET College /University of Technology/Online distance education institution).
- At least 3-years subject methodology teaching experience or 5-years relevant 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, persistence 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

**Duties:**

- Plan and offer one-on-one consultations and workshops on academic reading and writing, subject specific generic training, learning to learn indifferent 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 handouts.
- 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 contract and task agreement.
- Attend facilitator training session and how to facilitate online session.

**Knowledge, skills and abilities:**

- Basic knowledge of the discipline applying for.
- Basic knowledge of assessment and assessment practices.
- 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 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/Q585MBpaik> 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)**.

**Closing date: 23 November 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 colleges.**

Name of colleges	Number of Facilitators per College	Facilitators are required for the following module levels.
College of Education	4	1 <sup>st</sup> year module, undergraduate research modules and post graduate research-based modules
College of Agriculture and Engineering Sciences	2	
College of Science Engineering and Technology	2	
College of Law	2	
College of Human Sciences, College of Accounting Sciences	4	