

UNIVERSITY OF SOUTH AFRICA
ONLINE INDEPENDENT CONTRACTORS
TEACHING ASSISTANTS FOR SIGNATURE MODULES
COLLEGE OF LAW

(REF: Teaching Assistants/Contr/CLAW/2023)

UNISA is the only publicly funded institution in South Africa dedicated to distance education. In keeping with its mandate as a comprehensive, open and distance learning tertiary institution offering a variety of academic and career-focused programmes, the University is inviting applications for services as Online Teaching Assistants on an independent contract basis.

As an Independent Contractor you will:

- **Not be regarded as an employee.**
- Not be entitled to any benefits such as medical, office space, equipment, leave (including sick leave), etc in terms of the UNISA's conditions of service.
- Provide your own infrastructure i.e., your own computer, your own internet access, and any other office-related equipment.
- Not be based at a Unisa campus or any location linked to the University.
- Work on your own time in completing teaching tasks online for a *minimum* of 20 hours a week (e.g. marking of assignments, interacting with students on discussion forums, sending emails, etc). These hours should preferably be spread over a few days per week.

DUTIES

Teaching Assistants will have the following duties:

1. Familiarise yourself *online* with the subject content of the course.
2. Familiarise yourself *online* with the pedagogical approach followed to teach the course.
3. Familiarise yourself *online* with the myUnisa learning platform.
4. Monitor student *online* learning for up to 200 students.
5. Facilitate subject-related student *online* discussions.
6. Mark (grade) student *online* assignments
7. Give feedback on student *online* assignments.
8. Respond *online* to student queries.
9. Provide student support *online*.
10. Participate in *online* teaching assistant training sessions.
11. Interact frequently *online* with the lead lecturer.
12. Fulfil administrative tasks relating to Teaching Assistants
13. **Mandatory** attendance and participation in one contact Teaching Assistant information session (where contracts will be signed). *Transport to information session venue and accommodation will be at your own cost.*

To be considered as an independent contractor *Teaching Assistant*, applicants must apply online, reside in South Africa and not currently be employed permanently or on a fixed term contract by Unisa.

Applicants must supply certified copies of their highest qualification as well as ID document/passport, with valid residential permit and comprehensive CV. They must also meet the requirements below:

- Ongoing access to an internet connected computer (20 hours/week **minimum**)

- Ongoing access to the internet **at own cost**
- Own copies of software packages that may be required for teaching e.g. Adobe Professional Suite, Internet browsers, Word processing
- Advanced computer skills i.e. no training will be provided in using software packages, Internet sites or email.
- Commitment to meeting deadlines and a passion for student-centered learning
- Advanced communication skills and proficiency in English (all student communication will be **text based** writing by email, forums or assignment feedback documents)
- Being a former Unisa student would be an advantage owing to operational knowledge of the myUnisa platform.
- Teaching experience will be an advantage.

Please clarify in your CV the nature of your computer and internet connection; the nature of the software packages installed on your computer; the nature of your computer skills and knowledge of software packages; the nature of your knowledge of myUnisa; and the nature of your teaching experience.

COLLEGE OF LAW (CLAW)

The College specific requirements are as follows:

COLLEGE OF LAW

Module title: Social Dimensions of Justice

In this module Students will be introduced to the South African context in which they will have to perform as a future legal and criminal justice functionary. Students will develop a basic understanding of what shapes our legal system, the nature of the South African law and criminal justice system, and how it is applied and administered.

Requirements:

- Minimum of Masters degree but preferably PhD, within the discipline of Law, Criminology, Penology/Corrections, Security or Police Science.
- Practical **experience**, such as experience as a prosecutor, police official, correctional services official, security specialist, probation officer, social worker, or further qualifications, such as that of candidate attorney or admitted attorney will be beneficial.
- Certified **advanced** computer literacy.

To apply:

- complete the application form below. Motivate why you think you should be considered. The completed application form must be accompanied by the following documents:
 1. A comprehensive curriculum vitae
 2. Certified copy (within the previous six months) of highest educational qualification
 3. certified copy (within the previous three months) of academic transcript.
 4. Certified copy (within the previous six months) of your identity document/passport residential permit
 5. Proof of SAQA verification of foreign qualifications.
- The required documents should be submitted as a single file (one attachment) to the email provided below.

UNISA reserves the right to authenticate all qualifications without any further consent from the applicant. Late, incomplete, and incorrect applications will not be considered.

Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.

We welcome applications from persons with disabilities.

Monthly remuneration: R15 585.60 for a maximum of five months per semester – conditional on activation of TA role, not on contract date

Closing Date: 10 February 2023 (Application must be emailed before close of business at 16:00)

Enquiries: Ms Mildred Moshodi

Tel: 012 429 8396

The applications should be emailed to: CLAWtutorials@unisa.ac.za

Assumption of duty: The shortlisted candidates will have to undergo virtual interviews and thereafter they will attend online training that will equip them with all the relevant information to assist them to understand their roles. Completion of the prescribed training on various aspects of tutoring is compulsory. Appointments will only be finalised and activated after the successful completion of online training.

UNISA reserves the right not to make an appointment and correspondence will be limited to short-listed candidates only. If you have not been contacted within 4 months after the closing date of this advertisement, please accept that your application was not successful.

Application form (last page):

SURNAME¹				Title			
FULL NAMES							
College		Department (see advert)					
Position Reference							
Module code		Tel no					
Race		B <input type="checkbox"/> C <input type="checkbox"/> I <input type="checkbox"/> W <input type="checkbox"/>		Female <input type="checkbox"/> Male <input type="checkbox"/>		Disability Yes <input type="checkbox"/> No <input type="checkbox"/>	
Registered disability		Total <input type="checkbox"/> Partial <input type="checkbox"/>		Mental <input type="checkbox"/> Physical <input type="checkbox"/>		Hearing <input type="checkbox"/> Sight <input type="checkbox"/>	
Identification number				Date of birth			
Income tax number							
Country of birth				Nationality			
Are you a South African citizen by birth?		Yes <input type="checkbox"/> No <input type="checkbox"/>		If no indicate the date citizenship was acquired			
Foreign Nationals							
Passport no		Country of issue		Expiry date			
Work permit no		Type of permit		Expiry date			
Permanent residence status		Yes <input type="checkbox"/> No <input type="checkbox"/>		Date granted			
Residential address				Postal address			
Postal code				Postal code			
Telephone numbers		Home		Work			
		Cell		E-mail <i>(Compulsory)</i>			
Emergency Contact Details		Relationship		Next of kin		Child	
Initials & surname				Tel no			
Current Studies		Qualification		Institution			
Qualifications²							
Year completed		Qualification				Institution	
Signature							

For office use:

Claim System number/Oracle number	
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Task Number	
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¹ To be completed by incumbent

² From highest to lowest