

UNIVERSITY OF SOUTH AFRICA

DEPARTMENT: TUITION SUPPORT AND FACILITATION OF LEARNING

DIRECTORATE: LANGUAGE SERVICES

**LANGUAGE PRACTITIONER P7 (isiZulu X 1 POST)
(Robert Sobukwe / Science Campus)**

(Ref:LanPrac/Bila/2023)

The purpose of the position is to edit, translate and proofread study material and other material such as examination papers, research articles and official institutional documents in accordance with the directorate's mission and standards; to provide ancillary language services according to the directorate's policies and needs.

Requirements Minimum qualifications

- 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 in isiZulu and English)

Experience

- At least five years' experience in the editing and translation of academic texts

Knowledge, Skills and Abilities

- Speaking - Talking to others to convey information effectively
- Reading Comprehension - Understanding written sentences and paragraphs in work-related documents
- Writing - Communicating effectively in writing as appropriate for the needs of the audience
- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences
- Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do
- Service Orientation - Actively looking for ways to help people
- Time Management - Managing one's own time and the time of others
- Judgment and Decision Making - Considering the relative benefits of potential actions to choose the most appropriate one
- Speech Recognition - The ability to identify and understand the speech of another person
- Inductive Reasoning - The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
- Deductive Reasoning - The ability to apply general rules to specific problems to produce answers that make sense
- Problem Sensitivity - The ability to tell when something is wrong or is likely to go wrong and solving the problem

DUTIES

- Operational Excellence
- Stakeholder Focus
- People Focus

Assumption of duty: As soon as possible

Salary: Remuneration is commensurate with the responsibilities attached to the Position

Closing date: 13 October 2023

Enquiries: Mr Sello Bila

Vacancies can be viewed <https://staff.unisa.ac.za/vacancies>

- Vacancies can be viewed on <http://www.unisa.ac.za/vacancies>
- **The completed prescribed application form must be accompanied BY COMPREHENSIVE CURRICULUM VITAE and ORIGINAL certified copies (within the previous six months) of;**
 - all educational qualifications,
 - academic transcripts/records;
 - identity document; and
 - proof of SAQA verification of foreign qualifications (if applicable)
- **The contact details of three contactable references must be provided, one of which must be from your present line manager.**
- **The prescribed application form (APPLICATION FOR A PERMANENT ADMINISTRATIVE OR PROFESSIONAL POST) is obtainable from the above-mentioned website.**
- **UNISA is not obliged to fill an advertised position.**
- **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



Applications can be e-mailed to :Bilass@unisa.ac.za

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.