UNIVERSITY OF SOUTH AFRICA

UNISA is a publicly funded Higher Education Institution in South Africa dedicated to distance education. In keeping with its mandate as a Comprehensive, Open and Distance Learning (CODeL+) institution offering a variety of academic and career focused programmes, Unisa is inviting applications for the position of Adjunct Academic.

PORTFOLIO: VICE PRINCIPAL TEACHING LEARNING COMMUNITY ENGAGEMENT AND STUDENT SUPPORT   **COLLEGE:**   **DEPARTMENT:**   **POSITION: ADJUNCT ACADEMIC (P9)**   **(3-YEAR FIXED-TERM CONTRACT)**   **(REF AA: CSET/2025)**

Unisa is committed to accessibility and inclusivity, ensuring that all staff and students living with disabilities are provided with equitable opportunities, support, and environments that enable their full participation in academic and work life.

 Purpose of this position:

To contribute to the university's teaching, learning, and research goals by providing high-quality instruction, assessment, and academic support to students. The incumbent brings professional or academic expertise to enhance the learning experience within a specific discipline or programme.

Key Performance Areas:

Key Performance Area 1: Student Support & Engagement

- Offer academic guidance, consultation, and mentorship to students.
- Employ diverse pedagogical approaches to promote student engagement and understanding.
- Identify and support students with diverse needs who may require additional academic assistance, informed by analytics and engagement data.
- Monitor and respond to student queries timely and effectively.

Key Performance Area 2: Teaching & Facilitation

- Deliver lectures, tutorials, or seminars in accordance with the prescribed curriculum and
- academic calendar.
- Prepare teaching material, lesson plans, and learning resources aligned to course outcomes.
- Support the teaching of modules in formal qualifications at NQF Levels 5 to 7.
- Contribute to curriculum review and development within the discipline area.
- Assist in aligning teaching materials with institutional and accreditation standards.

- Conduct online classes and tutorials using the institution's Learning Management System
- (LMS).
- Facilitate asynchronous and synchronous learning sessions in line with the Tuition Facilitation
- Procedure Manual.
- Promote interactive learning to foster engagement and deep understanding of course content.
- Ensure compliance with the College Quality Assurance Framework and Service Charter.

Key Performance Area 3: Assessment & Feedback

- Mark and grade assessments (assignments, tests, projects, examinations), in accordance with
  academic standards and rubrics.
- Maintain accurate records of student performance, including marks and progress data.
- Provide timely and constructive feedback to students to enhance learning and performance.
- Participate in moderation and quality assurance processes as required.

Key Performance Area 4: Analytics & Intervention

- Access and interpret student performance reports from the LMS (e.g., myUnisa) and analytics dashboards
- Monitor key indicators such as:
    - Engagement metrics (log-ins, participation in discussion forums, attendance in virtual classes).
    - Performance trends across assignments and exams.
    - Compare data across cohorts to identify common learning barriers or module-specific challenges.
    - Assessment submission patterns (missed or late submissions).
- Use analytics to flag students at risk due to poor engagement or low performance
- Segment students into categories (e.g., "not engaging," "borderline pass," "repeaters," "nonsubmitting"
- Develop targeted academic support plans based on identified needs (e.g., refresher tutorials, concept summaries, Q&A sessions).
- Conduct small-group consultations or follow-up online sessions focusing on difficult concepts or assignments for students at risk.
- Provide scaffolded learning materials — additional exercises, video explainers, or simplified reading guides.
- Send motivational or corrective communications (emails, LMS announcements) encouraging re-engagement and submission.

Key Performance Area 5: Academic Collaboration

- Liaise with the Tuition Support and Facilitation of Learning Department or Instructional Support and Services to coordinate structured interventions.
- Refer students requiring psycho-social or academic counselling to Counselling and Career Development.
- Share feedback and insights with Course Coordinators and Chairs of Department to inform module improvements.

Qualifications and Experience:

- A relevant postgraduate qualification (Master's or preferably Doctoral Degree) in the discipline of instruction.
- Demonstrated expertise or professional experience in the subject area.
- Registration with the relevant professional body (where applicable).
- Prior experience in teaching, tutoring, or academic support in a higher education environment is advantageous
- Familiarity with blended or online learning environments.

Key Attributes

- Student-Centredness
- Professional Integrity
- Adaptability and Flexibility
- Self-Motivation and Initiative
- Technological Confidence
- Communication and Interpersonal Skills
- Analytical and Reflective Thinking
- Emotional Intelligence
- Commitment to Lifelong Learning
- Team Orientation

Adjunct academic positions are available in the College of Science Engineering and Technology:

SCHOOL OF COMPUTING
Department of Computer Science

Post-specific Requirements: A minimum of master's degree but preferably PhD in Computer Science

Modules offered by department are listed as:

- COS1501: Theoretical Computer Science 1
- COS1511: Introduction to Programming 1
- COS1512: Introduction to Programming 2
- COS1521: Computer Systems: Fundamental Concepts
- COS2601: Theoretical Computer Science 2
- COS2611: Programming: Data Structures
- COS2614: Programming: Contemporary Concepts
- COS2621: Computer Organisation
- COS2626: Computer Networks I
- COS2661: Formal Logic 2
- COS3701: Theoretical Computer Science 3
- COS3711: Advanced Programming
- COS3712: Computer Graphics
- COS3721: Operating Systems and Architecture
- COS3751: Techniques of Artificial Intelligence
- COS3761: Formal Logic 3
- EUC1501: End-User Computing (Theory)

- ICT1511: Introduction to Programming
- ICT1512: Introduction to Interactive Programming
- ICT1513: Introduction to Web Design
- ICT1521: Introduction to Databases
- ICT1531: Workstation Technical Skills
- ICT1532: Network Technical Skills
- ICT1541: Business Informatics I
- ICT2611: Graphical User Interface Programming
- ICT2612: Interactive Programming
- ICT2613: Internet Programming
- ICT2621: Structured Systems Analysis and Design
- ICT2622: Object-Oriented Analysis
- ICT2631: Operating Systems Practice
- ICT2632: Digital Logic
- ICT2641: Business Informatics 2A
- ICT2642: Business Informatics 2B

School of Computing Signature Module

- EUP1501: Ethical Information and Communication Technologies for Development Solutions

Department OF Information Systems

Post specific requirements for Information Systems: A minimum of master's degree but preferably PhD in Information Systems

Modules offered by department are listed as:

- INF1505: Introduction to Business Information Systems
- INF1511: Visual Programming 1
- INF1520: Human-Computer Interaction I
- INF2603: Databases I
- INF2611: Visual Programming II
- INF3703: Databases II
- INF3705: Advanced Systems Development
- INF3707: Database Design and Implementation
- INF3708: Software Project Management
- INF3720: Human-Computer Interaction II
- IRM4720: Principal concepts of ITSM
- IRM4721: Networks IV
- IRM4722: Information Technology Ethics
- IRM4723: Database Systems IV
- IRM4724: Development Software IV
- IRM4725: ICT Project management
- IRM4726: Service Management Functions
- IRM4727: Service Operation Processes
- IRM4728: Incident & Problem Management
- IRM4729: Research Script

SCHOOL OF ENGINEERING

Department of Civil Engineering

Post specific requirements for <u>Civil Engineering</u>: A minimum of master's degree but preferably PhD in Civil Engineering.

Modules offered by department are listed as:

- APM3715: Numerical Methods for Civil Engineers A
- CMA1501: Construction Materials
- CMT3700: Construction Materials IV
- CVE1501: Civil Engineering Materials
- EEN3700: Environmental Engineering (civil)
- FIM3701: Civil Engineering Financial Management
- GEO3701: Geology for Engineers
- RCD3700: REINFORCED CONCRETE DESIGN IV
- SAN3701: Structural Analysis IV A
- TPG3700: Transportation Engineering, Pavement & Geometric Design
- UPD3700: Urban Planning and Design
- WRM3701: Water Infrastructure and Resource Management
- WSE3701: Water and Sanitation Engineering III
- WTE1501: Water Engineering I

DEPARTMENT OF CHEMICAL AND MATERIALS ENGINEERING

Post Specific Requirements for Chemical and Materials Engineering: A minimum of master's degree but preferably PhD in Chemical Engineering

Modules offered by department are listed as:

DEPARTMENT OF INDUSTRIAL AND ENGINEERING MANAGEMENT

Post specific requirements for Industrial Engineering Management: A minimum of master's degree but preferably PhD in Industrial Engineering

Modules offered by department are listed as:

- ENT 3701: Engineering Entrepreneurship
- EPT 1601: Engineering Production Technology I
- FEW 1501: Fundamental of Engineering Work Study
- FPM 2601: Facilities Planning and Material Handling
- PSE 3701: Production and System Engineering

DEPARTMENT OF MECHANICAL BIORESOURCES AND BIOMEDICAL ENGINEERING

Post Specific Requirements for Mechanical Bioresource and Biomedical Engineering: A minimum of master's degree but preferably PhD in Mechanical Engineering

Modules offered by department are listed as:

- ACT3701: Automatic Control
- DYN3701: Dynamics
- EDG1501: Engineering Drawing and Graphics
- EEN3701: Environmental Engineering
- EGP1501: Engineering Graphics
- EMO1601: Engineering Modelling
- EMT3701: Engineering Material Technology II
- MDP3701: Mechanical Design Project
- MEN1501: Maintenance Engineering IA
- MEN3701: Maintenance Engineering III
- MFL1601: Mechanics of Fluids I
- MTC1501: Manufacturing Engineering I
- MTC2602: Manufacturing Technology II
- THT3701: Applied Thermodynamics and Heat Transfer
- WTE1501: Water Engineering I

ELECTRICAL AND SMART SYSTEMS ENGINEERING

Post specific requirements for Electrical and Smart Systems Engineering: A minimum of master's degree but preferably PhD in Electrical Engineering.

- DSY1501: Digital System I
- EAE3701: Alternative Energies
- ECA3701: Circuit Analysis
- ECD3701: Computer Aided Design and Simulations IA
- ECD3702: Computer Aided Design and Simulations IB
- ECM3701: Electronic Communication Technology
- EEA1501: Electrical Engineering I
- EEA2601: Electrical Engineering II
- EEM3701: Electrical Machines
- EHF3701: High Frequency Electronics
- EHV3701: High Voltage Systems
- EIP3701: Industrial Project IA
- EIP3702: Industrial Project IB
- ELA1501: Electronics I
- EPE3701: Power Engineering Systems
- ESP3701: Digital Signal Processing
- ETM3701: Electricity and Magnetism

DEPARTMENT OF MINING, MINERALS AND GEOMATICS ENGINEERING

Post specific requirements for Mining, Minerals and Geomatics Engineering: A minimum of Master's Degree but preferably PhD in Mining Engineering

Modules offered by department are listed as:

- ENM2601: Engineering Management I
- ENM3701: Engineering Management II
- MEX1501: Mineral Exploitation IA
- MGY1501: Mining Geology I
- MSV1501: Mine Survey and Valuation I

SCHOOL OF SCIENCE

Department of Mathematical Sciences

Post specific requirements for Mathematical Science: A minimum of Master's Degree but preferably PhD in Mathematical Sciences

Modules offered by department are listed as:

- APM1513: Applied Linear Algebra
- APM1514: Mathematical Modelling
- APM2611: Differential Equations
- APM2613: Applied Dynamical Systems
- APM2614: Computer Algebra
- APM3700: Differential Equations (Engineering)
- APM3706: Ordinary Differential Equations
- APM3711: Numerical Methods II
- MAT1501: Fundamental Mathematics
- MAT1503: Linear Algebra I
- MAT1510: Precalculus Mathematics A
- MAT1511: Precalculus Mathematics B
- MAT1512: Calculus A
- MAT1514: Precalculus (Engineering)
- MAT1581: Mathematics I (Engineering)
- MAT1613: Calculus B
- MAT2611: Linear Algebra 2
- MAT2612: Introduction to Discrete Mathematics
- MAT2615: Calculus in Higher Dimensions
- MAT2691: Mathematics II (Engineering)
- MAT3700: Mathematics III (Engineering)

Department of Statistics

Post specific requirements for Statistics: A minimum of Master's Degree but preferably PhD in Statistics

Modules offered by department are listed as:
- STA1501: Descriptive Statistics and Probability

- STA1502: Statistical Inference I
- STA1503: Distribution Theory I
- STA1504: Basic Statistics for Experimental Sciences
- STA1505: Statistics for Beginners
- STA1506: Basic Statistical Computing
- STA1507: Introduction to Research Skills
- STA1502: Statistical Inference I
- STA1610: Introduction to Statistics
- STA1510: Basic Statistics

Assumption of duty: 01 April 2026

Closing Date: 13 March 2026

Remuneration is commensurate with the seniority of the position.

Enquiries: Mr Emanuel Mashimbye 011 471 3678

To apply, you need to do the following:
Accessing the application form on the link provided is compulsory and must be completed correctly.

[College of Science Engineering and Technology Adjunct Academic Application Form – Fill out form](#)

Interested candidates should send a completed prescribed Unisa application form, a detailed cover letter indicating suitability for the position, an updated detailed comprehensive Curriculum Vitae, and certified copies of the following documents:
- All educational qualifications;
- Identity document; and
- Proof of SAQA verification of foreign qualifications, where relevant.

The contact details of three contactable references must be provided, one of which must be from your present employer. Should you not be currently employed, a contactable reference from your previous employer must be provided.

Late, incomplete, and incorrect applications will not be considered.
Recommended candidates might be subjected to a competency assessment.

The domicile of the post, being the Regional Hub from which the incumbent will operate, will be determined by the institution in line with its strategic and operational requirements.

The University values diversity and inclusion and welcomes applicants from all backgrounds. Appointments will be made in accordance with Unisa's Employment
Equity Plan and other applicable legislation.