



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 positions in the **COLLEGE OF HUMAN SCIENCES**.

**To be considered for a position applicants must meet all the generic requirements plus the specific requirements as stated per position. If found suitable for appointment, Unisa may offer an applicant a position at a level other than the level that was applied for. Furthermore, Unisa reserves the right to offer the applicant a contract appointment.**

**ACTIVITY:**



## **TEACHING STATEMENT:**

All applicants to attach a teaching statement (max 2 000 words) to their application as specified in one of the following options:

**Option A: External applicants and internal applicants (from non academic positions)** – Describe how you intend to approach teaching and learning by taking into account the information in the policies listed below:

- Unisa's Tuition Policy
- Unisa's Open Distance Learning Policy
- Unisa's Assessment Policy
- Curriculum Policy
- Open Distance Learning (ODL) Pedagogy

The above mentioned Policies of UNISA can be accessed on the web using a search engine. In the event that you cannot trace the ODL Pedagogy policy finalise your teaching statement without it.

**Option B: Internal applicants (from academic positions)** –

Explain your:

- Involvement in, or approach to, Open Distance Learning
- Approach to fostering a learner-centered approach
- Involvement in, or approach to, teaching at either undergraduate or postgraduate level
- Involvement in developing study material as an individual or in a team approach
- The extent to which you have, or would, use an electronic learning platform for teaching
- Your pass success rates in the courses you teach/taught and your plan to increase or maintain these rates
- A peer and student evaluation of your teaching
- Your involvement in and provision of learner support to students

**ACTIVITY:**



The teaching statement must be supported by a portfolio of evidence which may be requested from short listed candidates at the interview.

Candidates are expected to submit a research reflection or portfolio

**ACTIVITY:**



## **APPLICATION FORM FOR A PERMANENT ACADEMIC POST**

**ACTIVITY:**



**FOR MORE INFORMATION ON ACADEMIC POSITIONS (LEVELS) OPEN THE LINK OF THE POSITION YOU WHISH TO APPLY FOR:**

**[POSITION: PROFESSOR](#)**

**[POSITION: ASSOCIATE PROFESSOR](#)**

**[POSITION: SENIOR LECTURER](#)**

**[POSITION: LECTURER](#)**

**[POSITION: JUNIOR LECTURER](#)**



## The following positions exist in the various departments:

DEPARTMENT OF ENGLISH STUDIES

MUCKLENEUK CAMPUS (PRETORIA)

(ACADEMICS) CANDIDATES FROM HIGHER EDUCATION  
(NON-ACADEMICS) CANDIDATES NON-HIGHER EDUCATION INSTITUTIONS

### **Associate Professor (P6) (x2): Applied English Language Studies (Ref. CHS/SJ/1996-2018)**

#### **Post specific requirements for Associate Professor:**

- A doctoral degree (NQF level 10) in Applied English Language Studies (SAQA evaluation of foreign qualifications *must accompany the application*)
  - At least 4 years' relevant experience, of which 2 must be teaching experience (academics) and 4 years' relevant experience (non-academics) in a broad range of areas in Applied English Language Studies
  - Ability to teach and develop study material in various areas of Applied English Language Studies from first year to honours level
  - Demonstrated ability to develop study material in Applied English Language Studies
  - A scholarly understanding of the underlying theories, paradigms and research methods in Applied English Language Studies
  - Experience in teaching postgraduate courses or postgraduate project leadership (academics)
  - 6 research output units\* during the previous 5 years OR 4 research output units\* during the previous 3 years OR rated as a researcher by the NRF in any category (academics). Evidence of the research (articles, research reports, supervision of post graduate students or any other research activity) (non-academics).
  - Demonstrate leadership in community engagement project (evidence in terms of teaching and learning activities that are community engagement related or project leadership of involvement) (academics) and demonstrate potential and an understanding of community engagement in terms of teaching and learning and engaged research (non-academics)
  - Evidence of leading involvement in departmental, school, College/Faculty and University committees including task teams and voluntary associations (academics) OR evidence of participation in workplace committees or task teams and voluntary associations (non-academics)
  - Must be able to make a reasonable presentation on a five-year research plan or a presentation on a topic of interest in their discipline
  - Excellent writing and verbal skills in English
- ✘ (Accredited output as recognized in the Research Output Policy, 2015 (Government Gazette 38552 of 11 March 2015)).

#### **Recommendation:**

- Experience of teaching in an ODeL environment
- Ability and willingness to lead and work in teams
- Take a leading role as a critical reader and/ or editor of academic work
- Excellent administrative and course management skills
- Registered with a professional organisation or academic association.

### **Senior Lecturer (P7) (x1): Applied English Language Studies (Ref. CHS/SJ/1997-2018)**

#### **Post specific requirements for Senior Lecturer:**

- A doctoral degree (NQF level 10) in Applied English Language Studies (SAQA evaluation of foreign qualifications *must accompany the application*)
- At least 3 years relevant experience, of which 2 must be teaching experience (academics) and 3 years relevant experience (non-academics) in a broad range of areas in Applied English Language Studies
- Ability to teach in all areas of Applied English Language Studies from first year to honours level
- Ability to develop study material in Applied English Language Studies
- A scholarly understanding of the underlying theories, paradigms and research methods in Applied English Language Studies
- 5 research output units\* during the previous 5 years (academics) OR 3 research output units\* during the previous 3 years OR rated by NRF as a researcher (academics). A research reflection and portfolio (non-academics)
- Active in at least 1 community engagement project (evidence from project leader of involvement) (academics) and demonstrate potential to participate in community engagement (non-academics)

- Evidence of involvement in departmental, school, college and University committees or task teams and voluntary associations (academics) OR evidence of participation in workplace committees or task teams and voluntary associations (non-academic)
- ✘ (Accredited output as recognized in the Research Output Policy, 2015 (Government Gazette 38552 of 11 March 2015)).

**Recommendation:**

- Experience of teaching in an ODeL environment
- Registration with a professional organisation or academic association

**DEPARTMENT OF INFORMATION SCIENCE  
MUCKLENEUK CAMPUS (PRETORIA)**

<b>(ACADEMICS)</b>	<b>CANDIDATES FROM HIGHER EDUCATION</b>
<b>(NON-ACADEMICS)</b>	<b>CANDIDATES NON-HIGHER EDUCATION INSTITUTIONS</b>

**Lecturer (P8) (x2): Descriptive Cataloguing and Subject Organisation** (Ref. CHS/SJ/1998-2018)

**Post specific requirements for Lecturer:**

- A master's degree (NQF level 9) in Library and Information Science with specialisation in descriptive cataloguing and subject organisation (SAQA evaluation of foreign qualifications must accompany the application)
- Willingness to register for a doctoral degree
- At least 1 year teaching experience (academics) OR 1 year relevant experience in the LIS sector (non-academics)
- 2 research output units\* during the previous 5 years (academics) OR 1 research output units\* during the previous 3 years OR rated by NRF as a researcher (academics). A research reflection or portfolio (non-academics)
- Demonstrate potential to participate in a community engagement project
- Participation in departmental, school, college and University committees or task teams and voluntary associations (academics) OR participation in workplace committees or task teams and voluntary associations (non-academics)
- ✘ (Accredited output as recognized in the Research Output Policy, 2015 (Government Gazette 38552 of 11 March 2015)).

**Recommendation:**

- Experience of teaching in an ODeL environment
- Involvement in a community engagement project

**DEPARTMENT OF POLITICAL SCIENCES  
MUCKLENEUK CAMPUS (PRETORIA)**

<b>(ACADEMICS)</b>	<b>CANDIDATES FROM HIGHER EDUCATION</b>
<b>(NON-ACADEMICS)</b>	<b>CANDIDATES NON-HIGHER EDUCATION INSTITUTIONS</b>

**Professor / Associate Professor (P5 / 6) (x1): International Relations / International Politics / Political Sciences** (Ref. CHS/SJ/1999-2018)

**Post specific requirements for Professor:**

- A doctoral degree (NQF level 10) in International Relations or International Politics or Political Sciences (SAQA evaluation of foreign qualifications must accompany the application)
- At least 5 years' relevant working experience of which at least 2 years must include teaching experience (for university academics) or 5 years work related experience (for non-university academics)
- Experience of postgraduate supervision and successful supervision to completion of at least 2 postgraduate (NQF levels 9-10) theses or dissertations, one of which must be at doctoral level
- For university academics, at least 7 research output units during the last 5 years OR 5 research output units during the last 3 years OR be rated by the NRF as a researcher in any category. For non-university applicants, at least 7 research output units during the last 5 years OR 5 research output units during the last 3 years (articles

must be double-blind peer reviewed, but not necessarily in the DHET accredited journal list) or be rated by the NRF as a researcher in any category

- For university academics, demonstrate leadership in community engagement projects (evidence of your teaching and learning activities that are community engagement-related or evidence of your involvement provided by the project leader) OR for non-university applicants, demonstrate potential to participate in community engagement
  - For university academics, evidence (such as academic or non-academic articles, media contributions, curricula, etc) of the impact of the community engagement OR for non-university applicants, demonstrate an understanding of community engagement in terms of teaching and learning and engaged research
  - For university academics, evidence of your contribution and leadership in departmental, school, College/Faculty and University committees, including task teams and voluntary associations OR for non-university applicants, evidence of your participation in workplace committees or task teams and voluntary associations
  - You must be able to make (on request) an appropriate presentation about a 5-year research plan of your choice or on a topic of your interest in the discipline
- ✘ (Accredited output as recognized in the Research Output Policy, 2015 (Government Gazette 38552 of 11 March 2015)).

**Recommendations:**

- For university academics, evidence of your involvement in the national and/or international Political Sciences or general academic community
- For non-university applicants, evidence of your involvement in the national Political Sciences or general academic community
- Evidence of your experience in curriculum development.
- Experience of teaching in an ODeL environment

**Post specific requirements for Associate Professor:**

- A doctoral degree (NQF level 10) in International Relations or International Politics or Political Sciences (SAQA evaluation of foreign qualifications must accompany the application)
  - At least 4 years relevant experience of which 2 must be teaching experience (for university academics) or 4 years work related experience (non-university academics)
  - For university academics, 6 research output unitsx during the previous 5 years OR 4 research output unitsx during the previous 3 years OR rated as a researcher by the NRF in any category. For non-university academics, evidence of the research (articles, research reports, supervision of post graduate students or any other research activity)
  - For university academics, evidence (such as academic or non-academic articles, media contributions, curricula, etc) of the impact of the community engagement OR for non-university applicants, demonstrate an understanding of community engagement in terms of teaching and learning and engaged research
  - For university academics, evidence of your contribution and leadership in departmental, school, College/Faculty and University committees, including task teams and voluntary associations OR for non-university applicants, evidence of your participation in workplace committees or task teams and voluntary associations
  - Must be able to make a reasonable presentation on a five-year research plan or a presentation on a topic of interest in their discipline
- ✘ (Accredited output as recognized in the Research Output Policy, 2015 (Government Gazette 38552 of 11 March 2015)).

**Recommendations:**

- For university academics, evidence of your involvement in the national and/or international Political Sciences or general academic community
- For non-university applicants, evidence of your involvement in the national Political Sciences or general academic community
- Evidence of your experience in curriculum development.
- Experience of teaching in an ODeL environment
- For university academics, experience of postgraduate supervision and successful supervision to completion of at least one postgraduate dissertation or thesis

**Senior Lecturer (P7) (x1): Political Sciences or International Politics or International Relations (Ref. CHS/SJ/2000-2018)**

**Post specific requirements for Senior Lecturer:**

- A doctoral degree (NQF level 10) in Political Sciences or International Politics or International Relations (SAQA evaluation of foreign qualifications must accompany the application)
- For university academics, at least 3 years relevant experience, of which 2 must be teaching experience or for non-university academics 3 years relevant experience
- For university academics, experience in teaching postgraduate courses or supervision of postgraduate students
- For university academics, at least 5 research output unitsx during the previous 5 years OR 3 research output unitsx during the previous 3 years OR rated by the NRF as a researcher in any category. For non-university academics, a research reflection or portfolio
- For university academics, active in at least 1 community engagement project (evidence from project leader of involvement) or for non-university academics, demonstrate potential to participate in community engagement

- For university academics, evidence of involvement in departmental, school, College/Faculty and University committees or task teams and voluntary associations OR for non-university academics evidence of participation in workplace committees or task teams and voluntary associations (non-academic)
- ✘ (Accredited output as recognized in the Research Output Policy, 2015 (Government Gazette 38552 of 11 March 2015)).

**Recommendation:**

- Involvement with academic or professional societies
- Experience with teaching in an ODeL environment
- For non-university academics, experience in teaching postgraduate courses or supervision of postgraduate students

**Salary** : Remuneration is commensurate with the seniority of the position  
**Assumption of duty** : As soon as possible  
**Enquiries** : **Mr IR Raulinga (Tel. 012 429 2738)**  
**Ms S Janssen (Tel. 012 429 8889)**  
**Ms SP Rahube (Tel. 012 429 6726)**

**Closing Date** : **26 October 2018** (Deliver application before close of business at 16:00)

Your [APPLICATION FORM FOR A PERMANENT ACADEMIC POST](#) must be accompanied by a COMPREHENSIVE CURRICULUM VITAE and;

- identity document (*including passport, work permit, permanent residence permit or proof of nationalisation if applicable*) (certified copies within the previous six months)
- all educational qualifications (certified copies within the previous six months)
- academic transcripts/records (certified copies within the previous six months)
- proof of SAQA verification for foreign qualifications (*if applicable*) (certified copies within the previous six months)
- **for ACADEMIC POSITIONS** a teaching statement (refer to page 1 of advertisement).
- 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, one of which must be from your present employer excluding your current line manager if you are an internal Unisa applicant
- Late, incomplete and incorrect applications will not be considered.
- Unisa is not obliged to fill an advertised position
- *Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation*



- **We welcome applications from Persons with Disabilities**

**ACTIVITY:**



- Applications must be posted to Unisa, HR: College of Human Sciences, Theo van Wijk Building, Room 8-31, Muckleneuk Campus, PO Box 392, Unisarand, 0003.
- Hand delivered applications can be deposited into the Application Box (marked COLLEGE OF HUMAN SCIENCES) situated at Muckleneuk Campus: Theo van Wijk Building, Main Entrance.
- If you apply for more than one position, each application must be in a separate envelope.



- **Applications which are posted in the wrong application box will not be considered.**
- **Applications via email will not be considered.**
- **Late, incomplete and incorrect applications will not be considered.**

**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.**