



**UNIVERSITY OF SOUTH AFRICA
ONLINE INDEPENDENT CONTRACTORS (TEACHING ASSISTANT)
COLLEGE OF HUMAN SCIENCES
SCHOOL OF ART
DEPARTMENT OF AFRICAN LANGUAGES
(REF.D Mulaud/TA/Contr/CHS/AUG/2024)**

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

SCHOOL OF ARTS

DEPARTMENT OF AFRICAN LANGUAGES
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Teaching Assistant positions are available in the Department of African Languages:

Module AFL1501- Language through an African lens

In this module, students will learn how to interact successfully in a multicultural society, including demonstrating sensitivity to their language usage and that of others. The module also allows students to learn to interact across cultures with knowledge and respect.

Specific Requirements:

- ✓ A Master's degree but preferably a PhD in African Languages OR a Master's degree but preferably a PhD within the Faculty of Arts/ Humanities/ Social Sciences/ Education (Having done an African Language subject at the undergraduate level will be a recommendation).
- ✓ A research reflection and portfolio for both academic and non-academic.
- ✓ Two research output units during the previous five years (Academics) or one research output unit during the previous three years or rated by NRF as a researcher (academics) (weaved if a Master's degree was obtained within the last two years).
- ✓ Not be a Unisa Fixed Term or Permanent staff member.
- ✓ Ongoing access to Internet connection at your own cost.

Recommendations:

- ✓ Master's degree but preferably a PhD in any field within the Faculty of Arts/ Humanities/ Social Sciences/ Education.
- ✓ Certified advanced computer literacy.
- ✓ Teaching experience of at least three years will be to your advantage.
- ✓ Experience with teaching in an Open Distance e- Learning environment.

- ✓ Being a former Unisa student would be an advantage owing to operational knowledge of the myUnisa platform.

Eligibility:

- Ongoing access to Internet connection at your own cost.
- Only applicants with the relevant qualifications will be considered.
- Please do not apply if you are currently appointed as a Unisa Teaching Assistant.
- UNISA fixed term or permanent staff members will not be considered.

Teaching Assistants will have the following duties:

- Familiarize yourself online with the subject content of the course.
- Review and give feedback regarding the online study content and all assessments at the start and during the semester.
- Familiarize yourself with the pedagogical approach followed to teach the online course, including by attending the required online training provided by Unisa.
- Familiarise yourself online with the myUnisa learning platform by attending the required online training provided by Unisa.
- Actively engage and contribute to the TA support site by performing tasks allocated by lecturers and by assisting fellow TAs who are struggling.
- Actively mentor one or more new TAs to ensure they meet performance standards.
- Contribute with new ideas and draft content or assessment questions at the request of Lecturers.
- Actively facilitate, support, and guide online learning for approximately 200 assigned students.
- Facilitate subject-related student online discussions, per instructions of lecturers.
- Participate in online round-robin test pack marking as lecturers require for approximately fifty assessments.
- Participate in online test pack marking meetings on Teams for approximately six assessments.
- Mark (grade) approximately six student online assessments.
- Provide personalised feedback on approximately fifty students' online assessments.
- Contribute to preparing online generic pre-guidance and post-feedback regarding approximately six online student assessments.
- Respond professionally to student queries within 24 to 48 hours using the University's platform.
- Interact frequently online with the lead lecturer as stipulated.
- Fulfil online ad-hoc and administrative tasks related to the TA role, e.g., marking spreadsheets, plagiarism reports, high-risk student reports, etc.

As an Independent Contractor, you will:

- Not be regarded as an employee of Unisa.
- Not be entitled to any benefits such as medical aid, office space, equipment, or leave (including sick leave) in terms of the UNISA conditions of service.
- Be expected to provide your own infrastructure, i.e. your computer, Internet access, workspace, and any other office-related equipment.
- Be expected to be available to work at least 20 hours per week, spread over most days of the week.
- Not be based at a Unisa campus or any location linked to the University.
- Report to the primary lecturer regularly.

To apply, you need to do the following:

- 1) Complete the form below <https://forms.office.com/r/ViSreJiC5R>
- 2) Please attach scanned, certified copies of the following documents:
 - certified copy (within the previous three months) of qualifications.
 - certified copy (within the previous three months) of academic transcript.
 - certified copy (within the previous three months) of your identity document/passport.
 - certified copy (within the previous three months) of the Marriage certificate or divorce decree. (if applicable)

- certified copy (within the previous three months) of your valid permit (foreign applicants).
 - certified copy (within the previous three months) of SAQA verification of foreign qualifications.
- 3) Comprehensive curriculum vitae.
- 4) The required documents should be submitted as a single file (one attachment) to the email below.

Gross Remuneration: R16292.80

Closing Date: 23 August 2024 before close of business at 16:00

General Enquiries: Mr David Mulaudzi: Tel: (012) 429 2741.

The applications should be emailed to CHS-TA@unisa.ac.za.

Assumption of duty January or February 2025: Completing the prescribed online training is compulsory. After completing the prescribed online training, appointments will only be finalised and activated.

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 by Unisa's Employment Equity Plan and other applicable legislation.

Only applicants with the relevant qualification or higher qualification will be considered.

Preference will be given to candidates with exceptional academic performance or specific expertise in the module applied for.

If you have already been appointed as an independent contractor at Unisa, please do not apply.

We welcome applications from persons with disabilities.



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 four months after the closing date of this advertisement, please accept that your application was unsuccessful.