

**INDEPENDENT CONTRACTORS (EXTERNAL MARKERS)**  
**SCHOOL OF PUBLIC AND OPERATIONS MANAGEMENT**  
**COLLEGE OF ECONOMIC AND MANAGEMENT SCIENCES**  
**UNIVERSITY OF SOUTH AFRICA**

**DEPARTMENTS: ENTREPRENEURSHIP**  
**REFERENCE: CEMS/ID/ENT/2025**

Assessment is an integral part of curriculum development as outlined in the Curriculum Policy. During curriculum development, an assessment strategy is developed that is aligned to the ODeL Policy and strategy of UNISA. Assessment can have different focuses, namely to:

- improve the quality of students' learning experiences by focusing on significant knowledge, skills, attitudes and values, and providing motivation to work through the material through tasks and feedback, known as assessment for learning.
- b) focus on the ability to transfer knowledge to new contexts and to apply knowledge in specific contexts in line with the NQF level descriptors and other taxonomies of learning.
- c) focus on programmatic and graduate attributes and critical cross-field outcomes in assessment of learning.
- d) make academic judgements related to diagnostics, placements competence, progression and/or qualification completion; and as a feedback mechanism to improve curricula, known as assessment of learning; and to
- e) create opportunities for students to engage with the content, with their context, with the lecturer and with fellow students (**Unisa Assessment Policy, 2011**).

The Department of Applied Management is inviting suitable applicants for providing assessment services to be appointed as independent contractors (markers) on a yearly basis. The purpose of this positions is to appoint competent and suitable candidates to complete and execute assessment task professionally and ethically align to the Assessment Policy and Guidelines.

**Requirements: Master's degree in Entrepreneurship**

- Applicable and relevant equivalent to NQF level 9 (/ MPhil/M Tech/MCom MBA/MBLor NQF level 10 (e.g., PhD//DCom DPhil/ DTech) Specialization in Entrepreneurship. At least one (3) year subject teaching/work/relevant experience with a strong focus in the fields of specialisation in Entrepreneurship or Business Management or cognate field

**Duties:**

- Complete and execute assessment task professionally.

- Comply and adhere to all Unisa tuition, assessment and examination and plagiarism policies and guidelines
- Act in the ethical and professional manner dealing with all assessment tasks
- Execute duties as stipulated in contract and task agreement
- Marking of assessment tasks fairly and consistently
- Meet deadlines of allocated assessment task
- Attend markers meeting and submit marking reports timeously
- Maintain confidentiality of all assessment tasks

#### **Knowledge, skills and abilities**

- Basic knowledge of the discipline applying for
- Basic knowledge of assessment and assessment practices
- Basic knowledge of marking and procedures
- Basic knowledge of constructive feedback on assessment tasks
- Basic knowledge of academic dishonesty and plagiarism
- Knowledge of teamwork/leadership skills
- Good interpersonal and communication skills (listening, speaking, reading and writing)
- Must be honest / ethical and show empathy when required to mark assessment tasks
- Must have good problem-solving and decision-making skills
- Must be service orientated (Actively looking for ways to help and support lecturer or students)
- Must have good time management skills
- Ability to resolve conflict and maintain confidentiality of all assessment tasks
- Ability to work under pressure with adherence to deadlines

#### **Recommendations:**

- Computer and Internet skills
- Have own desktop computer or laptop and internet connectivity (no computers or data bundles will be provided)
- Advanced communication skills and proficiency in English
- Digital literacy skills – competent in ICT and online learning environments
- Experience in online marking tools or software or LMS (Moodle will be an advantage)
- Commitment to marking and meeting deadlines for all assessments
- Friendly, patient, and sensitive to a diversity of students

**To apply please fill the application form by clicking this link <https://forms.office.com/r/xpXyKkN66r> and submit the following documents via e-mail.**

- 1) An application letter indicating willingness to mark assignments and/or exam scripts for any of the modules listed below.
- 2) Comprehensive **UPDATED** and signed curriculum vitae (most recent)
- 3) Only a certified copy of the **HIGHEST** qualification as per requirement
- 4) Certified copy of ID/Passport and valid visa

**Please write the module code of the module you are applying for on the subject line of the e-mail.**

**Note: The required documents should be submitted as a single file (one PDF) to the email provided below.**

Email the supporting documents to [cemsmakers@unisa.ac.za](mailto:cemsmakers@unisa.ac.za) and write the module code as a subject.

**Assumption of duty:** The candidates will have to undergo **an interview (either face-to-face or Microsoft Teams)** and **online Moodle training sessions**. Completion of the prescribed training on various aspects of Marking on the Moodle platform is compulsory.

**Closing date: 31 October 2024**



We welcome applications from persons with disabilities

**Independent Contractor (MARKER) positions are available in the modules listed in the Departments.**

| <b>Module Code</b> | <b>Module Name</b>                                    | <b>Purpose of module</b>   | <b>Department</b>                       | <b>Number of Markers Required</b> |
|--------------------|---|--|---|-----------------------------------|
| ETP3701            | <b>Entrepreneurship iiiA</b>                          | The development of small, medium and micro enterprises (SMMEs) is a strategy of the national Development Plan to promote and mainstream entrepreneurship as a vehicle to strengthen economic development in our country. Hence the purpose of this module is to equip qualifying graduates with the skills, knowledge, competencies, values and attitudes to grasp fundamental principles, processes and tools necessary to think critically about business opportunities and business management. Students will develop expertise in adopting a strategic approach to Entrepreneurship and Small Business Management. Furthermore, this module will prepare students to start their own businesses in South Africa. It will also provide a foundation for all later modules in Entrepreneurship and Small Business Management. The module will develop students' expertise and abilities in the fields of Business Management and Entrepreneurship. | <b>Department of Applied Management</b> | 2                                 |
| MNE3701            | <b>Entrepreneurship and Small Business Management</b> | The purpose of this module is to equip students with the knowledge, skills, and entrepreneurial mindset necessary to create, manage, and grow successful small businesses. The learning will enable these students to develop innovative small business solutions and strategies that leverage advanced technologies. Those who complete this module can manage small businesses in South Africa, Africa, and elsewhere that are economically viable, ethically and socially responsible, and environmentally sustainable. Qualifying students will further be empowered with competencies necessary for sound managerial, governance and entrepreneurial practices.   | <b>Department of Applied Management</b> | 1                                 |
| ETP2601            | <b>Entrepreneurial Skills</b>                         | The purpose of this module is to equip you with a basic yet detailed understanding of entrepreneurial skills and entrepreneurial concepts. This module will empower you with the necessary competencies (detailed knowledge, values and skills) to run or establish your own entrepreneurial venture in a business context. This module is relevant for understanding the basic skills of an entrepreneur where creativity and innovation, time management, leadership, networking, conflict management and the entrepreneur's environment are all contributing factors towards the success of the business enterprise.  | <b>Department of Applied Management</b> | 1                                 |

|         |  |  |   |   |
|---------|--|--|---|---|
| ETP2602 | <b>Human Resource Management for Entrepreneurs</b> | <p>The purpose of this module is to equip qualifying students with entrepreneurial knowledge, skills, attitudes and values which will prepare them for an entrepreneurial career within diverse contexts, will also be empowered with the necessary competencies to run or establish their own entrepreneurial venture in a business context. Furthermore, students will develop strategies on how to lead, manage, network, collaborate and solve problems creatively thereby contributing to the success and sustainability of the business enterprises nationally and globally.</p> | <b>Department of Applied Management</b> | 2 |
|---------|--|--|---|---|