

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

**DEPARTMENT: SUPPLY CHAIN MANAGEMENT  
REFERENCE: CEMS/ID/SPC/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: 31 October 2024**

- 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:**



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>
MNP3702	<b>Supply Chain Alignment</b>	The purpose of this module is to equip students with knowledge to apply insight pertaining to tools and strategies available to align organisational next-generation management of supply chains. The primary focus is on the management of the most important elements of supply, operations, distribution, and integration issues in the supply chain to achieve sustainable competitive advantage for individual organisation and the entire supply chain.	<b>Department Applied Management</b>	2
MNP3703	<b>Supplier Relationship Management</b>	Supplier Relationship Management has become increasingly popular as the buyer and supplier networks have become more global and interdependent. Consequently, companies are becoming more reliant on strategic suppliers for their overall growth and success. Hence, the purpose of this module is to equip students with knowledge, skills, attitudes and values to be able to analyse the dynamics of supplier relationships and examine the processes and procedures in fostering positive relations with suppliers. Therefore, from a buying perspective, organisations set objectives to leverage their supply base to improve their competitive position, both locally and globally. The module is designed for those who will have the responsibility of building, maintaining and managing relationships with suppliers.	<b>Applied Management</b>	01