



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

REFERENCE: APP/PAM/14/2024

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 Educational Foundations 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: Applied Management

- Applicable and relevant equivalent to NQF level 9 (MEd/MPhil/MTech/MEd OR NQF level 10 (e.g. Ph.D/DEd/DPhil/DTech) Specialization in Tourism /Tourism Management
- At least 3-years teaching experience (primary or secondary) or relevant experience in the education field (TVET College /University)

Requirements: Public Administration and Management

- Any relevant Masters (NQF 9 qualification) or Doctoral Degree (NQF 10 qualification) including modules in Public Administration, with an average of 60%.
- At least 5-years teaching experience in Public Administration or relevant experience in the discipline Public Administration.

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/MTiUFNYK1u> 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 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: 17 October 2023

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

Module Code	Module Name	Purpose of module	Department	Number of Markers Required
PUB1501	The Nature, Content and Scope of Public Administration	The purpose of this module is to develop a fundamental knowledge and understanding about public services rendered by government in the Republic of South Africa. The module will assist students to get to know what public administration is with reference to the needs within a society and the different types of services provided to a society.	Public Administration and Management	(3 markers)
PUB1601	The Structuring and Functioning of Public Services	The main purpose of this module is to make available to the student comprehensive, systematic, organized and clear knowledge in the field of public administration focusing on the structuring and functioning of public services so that the student will be able to prepare for related tasks in the public sector and elsewhere by means of self-study, case studies, learning activities, assignments and examinations and any other research related activities.	Public Administration and Management	(2 markers)
PUB1602	Human Settlements Management I	The purpose of this module is to enable the student to identify and explain social housing concepts, principles and processes especially regarding affordability, community development, sustainability and location. Furthermore, students will be able to collect, analyse and critically evaluate information, pertaining to funding options for social housing.	Public Administration and Management	(1 marker)
PUB3701	Public Management Skills	Students will gain systematic and fundamental information in the field of public management skills by reviewing case studies from the public sector.	Public Administration and Management	(2 markers)
PUB3703	Public Policy	After completing this module, students will be equipped with systematic knowledge, insight and capabilities to proactively analyse the changing environment and nature (dynamism) of public policy; and equip with capabilities to develop solutions initially steeped in the African context and globally.	Public Administration and Management	(1 marker)
PUB3707	Administration and Administrative Justice	After completing this module, students will be able to explain and evaluate the norms and values that promote democratic public administration in order to enable them to identify and analyse ethical issues in public administration, develop solutions to these, and act with professionalism.	Public Administration and Management	(1 marker)

DTM3703	Sustainable Tourism development	The purpose of this module is to develop an integrated understanding of the scope and principles of sustainable tourism development. Students will be introduced to the issues affecting planning, development and management of tourism by understanding tourism and sustainable development. Students will be able to critically evaluate issues, challenges, opportunities and solutions of sustainability, tourism and hospitality. Core elements include an integrated understanding of the scope and principles of sustainable tourism development, discussion on tourism impacts (economic, social and environmental), issues of sustainability, role of key stakeholders and the future of sustainable tourism development. Upon successful completion of this module, students will contribute positively to the Sustainable Development Goals (SDGs) through sustainable tourism development	Applied Management	(2 markers)
DTM3704	Tourism Development	The purpose of this module is to equip students with the knowledge and skills to plan, manage and implement sustainable tourism development projects in accordance with Integrated Environmental Management principles and Sustainable Development Goals. Through a focus on management tools in Environmental Impact Assessment and Auditing, Social Impact Assessments, Carrying Capacity, Limits of Acceptable Change and Quality Assurance in Tourism, students will develop an understanding of how to promote economic, social and environmental sustainability in tourism development. Upon completion, students will be able to apply these principles to develop effective strategies for sustainable tourism development.	Applied Management	(2 markers)
MNE2601	Introduction to Entrepreneurship and Small Business Management	Students who have completed this module successfully will possess graduate attributes necessary to understand the uniqueness of the relationship between entrepreneurship and small business and, through sound managerial governance and entrepreneurial practices and innovation, increase the odds that their own business organisation will continue from generation to generation, contributing to job creation and economic wealth and growth. An additional purpose is to empower students to investigate alternative routes to start a business and to understand the uniqueness of the relationship between the family and its business. Students will gain knowledge on how to develop their business idea into an opportunity that can be exploited by providing a successful product or service in the emerging economies.	Applied Management	(2 markers)

We welcome applications from persons with disabilities

