

**UNIVERSITY OF SOUTH AFRICA
ONLINE INDEPENDENT CONTRACTORS (TEACHING ASSISTANT)
COLLEGE OF HUMAN SCIENCES
SCHOOL OF ART
DEPARTMENT OF AFRICAN LANGUAGES
(REF.DTjika/TA/Contr/CHS/NOV/2021)**

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 programmes, the University is inviting applicants for services as Online TA (Teaching Assistant) on an independent contract basis.

Teaching Assistant positions are available in the Department of African Languages:

Module AFL1501- Language through an African lens

In this module students learn how to interact successfully in a multicultural society, including how to demonstrate sensitivity to their own language usage and that of others. The module also gives students the opportunity to learn to interact across cultures with knowledge and respect.

Specific Requirements:

- ✓ An Honours Degree in African Languages **OR** an Honours Degree within the Faculty of Arts/ Humanities/ Social Sciences/ Education (Having done an African Language subjects at undergraduate level will be a recommendation)

Recommendations:

- ✓ A Master's degree 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.

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:

- Deliver the content and the Pedagogy of the Subject.
- Provide students with online academic and technical support.
- Facilitate online delivery of tutorials.
- Manage students' online learning experiences.
- Facilitate students' online interactions with their peers.
- Mark students' activities and provide constructive feedback

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, leave (including sick leave), in terms of the UNISA conditions of service.
- Be expected to provide your own infrastructure i.e. your own computer, your own Internet access, workspace and any other office-related equipment.
- Work in your own time which is a minimum of 3 hours per day.

To apply, you need to do the following:

- 1) Complete the form below (see the last page)
- 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 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 provided below

Gross Remuneration: R14960.00

Closing Date: 25 November 2021 (Application has to be emailed before close of business at 16:00)

General Enquiries: Mr Donald Tjikana: Tel: (012) 481 2913.

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

Assumption of duty February or July 2022: Completion of the prescribed online training is compulsory. Appointments will only be finalised and activated after the successful completion of the prescribed online training.

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 in accordance with Unisa's Employment Equity Plan and other applicable legislation.

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 4 months after the closing date of this advertisement, please accept that your application was not successful.

SURNAME¹				Title			
FULL NAMES							
College		Department (<i>see advert</i>)					
Modules: <i>Max of 3</i>				Tel no			
Race		B <input type="checkbox"/>	C <input type="checkbox"/>	I <input type="checkbox"/>	W <input type="checkbox"/>	Female <input type="checkbox"/>	Male <input type="checkbox"/>
Registered disability		Total <input type="checkbox"/>	Partial <input type="checkbox"/>	Mental <input type="checkbox"/>	Physical <input type="checkbox"/>	Hearing <input type="checkbox"/>	Sight <input type="checkbox"/>
Identification number						Date of birth	
Income tax number							
Country of birth						Nationality	
Are you a South African citizen by birth?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no indicate the date citizenship was acquired			
Foreigner							
Passport no		Country of issue		Expiry date			
Work permit no		Type of permit		Expiry date			
Permanent residence status		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date granted			
Residential address				Postal address			
Postal code				Postal code			
Telephone numbers		Home		Fax			
		Cell		email address			
Emergency Contact Details		Relationship		Next of kin	Child	Spouse	Friend
Initials & surname						Tel no	
Are you currently a registered UNISA student?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Student no			
Qualifications²							
Year completed		Qualification				Institution	
Signature							

For office use:

Claim System number/Oracle number

Task Number

¹ To be completed by incumbent

² From highest to lowest