

**UNIVERSITY OF SOUTH AFRICA**

**ONLINE INDEPENDENT CONTRACTORS 2023 (Teaching Assistant) TAs**

**COLLEGE OF SCIENCE, ENGINEERING AND TECHNOLOGY SCHOOL OF  
COMPUTING**

**Module: EUP1501**-Ethical Information and Communication  
Technologies for Development Solutions (CSET-Signature Module)

School of Computing is inviting applications for services as Teaching Assistant (TAs) in Computer Science Department, EUP section on an independent contract basis.

**DUTIES**

**Teaching Assistant (TAs) will have the following duties:**

- Familiarise yourself online with the subject content of the course
- Familiarise yourself online with the pedagogical approach followed to teach the course
- Familiarise yourself online with the myUnisa learning platform
- Monitor student online learning
- Facilitate subject-related student online discussions
- Mark (grade) student online assignments
- Give feedback on student online assignments
- Respond online to student queries
- Provide student support online
- Participate in online teaching assistant training sessions
- Interact frequently online with the lead lecturer
- Fulfil administrative tasks relating to Teaching Assistants
- Facilitate online delivery of tutorials.
- Provide students with online academic and technical support.
- Manage students' online learning experiences.
- Facilitate students' online interactions with their peers.
- Abilities:
  - Ability to meet strict deadlines
  - Ability to work accurately
  - Creativity, initiative and versatility
  - Well-developed verbal comprehension
  - Good judgement
  - Analytical thinking
  - High levels of motivation

**REQUIREMENTS**

**To be considered as a Teaching Assistant (TAs), you must meet the following: -**

**Minimum requirements:**

- Not be a Unisa Fixed Term or Permanent staff member.
- Ongoing access to Internet connection at own cost.
- Minimum of master's degree (NQF 9) within UNISA College of Science Engineering and Technology
- Own copies of software packages that may be required for teaching e.g., Internet browsers, Word processing etc.
- Advanced computer and Internet skills i.e.no training will be provided in using software packages, Internet sites or email.
- Advanced communication skills and proficiency in English (student communication will mostly be text based by email and discussion forums).
- Commitment to meeting deadlines and a passion for student-centered learning.
- Friendly, patient and sensitive to a diversity of students.
- Please do not apply if you are currently appointed as Teaching Assistant (TAs)

### Recommendation

- PhD (NQF 10) with qualification/s that is/are within UNISA College of Science Engineering and Technology qualifications will be preferred.

### As an Independent Contractor you will:

- Not be regarded as an employee of Unisa.
- Not be entitled to any benefits such as medical, office space, equipment (including sick leave etc) in terms of the Unisa's conditions of service.
- Provide your own infrastructure i.e., your own computer, your own internet access any other office related equipment.
- Not be based at a Unisa campus or any location linked to the university.

To apply, you need copy of the following: (3 Months certified copies)

- Comprehensive curriculum vitae.
- Qualifications.
- Academic transcript / record.
- Identity document/passport.
- SAQA verification of foreign qualification.

NB: The required documents should be submitted as a single pdf file (one attachment). NOT ZIP FILE  
Name your Pdf file.

**The application must be email to:** [CEST-TA@unisa.ac.za](mailto:CEST-TA@unisa.ac.za)

**Enquiries:** Mr Emanuel Mashimbye: Tel 011 471 3678

**Closing date:** 26 May 2023

We welcome applications from Persons with Disabilities



### Assumption of duty:

The shortlisted candidates will have to undergo a form of assessment an online training/interviews. Completion of the prescribed training is compulsory for all candidates. Contracts will only be awarded after the successful completion of online training.



**UNISA** reserves the right to authenticate all qualifications without any further consent from the applicant. Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.

**UNISA** reserves the right not to make an appointment and correspondence will be limited to shortlisted candidates only

<b>SURNAME<sup>1</sup></b>				Title			
<b>FULL NAMES</b>							
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"/>		Disability Yes <input type="checkbox"/> No <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			
<b>Foreigner</b>							
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			
<b>Emergency Contact Details</b>		Relationship		Next of kin		Child	
Initials & surname				Spouse		Friend	
Are you currently a registered UNISA student?		Yes <input type="checkbox"/> No <input type="checkbox"/>		Student no			
<b>Qualifications<sup>2</sup></b>							
<b>Year completed</b>		<b>Qualification</b>				<b>Institution</b>	
<b>Signature</b>							

**For office use:**

Claim System number/Oracle number

Task Number

<sup>1</sup> To be completed by incumbent

<sup>2</sup> From highest to lowest