UNIVERSITY OF SOUTH AFRICA

UNISA is a publicly funded Institution in South Africa dedicated to distance education. In keeping with its mandate as a comprehensive, open and distance learning tertiary institution offering a variety of academic and career-focused programmes, the University is inviting applications for positions in the **COLLEGE OF GRADUATE STUDIES.**

To be considered for a position applicants must meet all the generic requirements <u>plus</u> the specific requirements as stated per position. If found suitable for appointment, Unisa may offer an applicant a position at a level other than the level that was applied for. Furthermore, Unisa reserves the right to offer the applicant a contract appointment.

ACTIVITY:

<u>**TEACHING STATEMENT**</u>**:**

<u>**All applicants must attach a teaching statement (max 2 000 words) to their application as specified in one of the following options:**</u>

Teaching and Learning
Unisa is a comprehensive ODeL institution and the teaching and learning must be evaluated in this context. Central to teaching and learning is a student-centred approach and this must also be considered.

It is acknowledged that the assessment of teaching is a difficult task since it is often difficult to quantify. All candidates that are interviewed for an appointment or a promotion should submit their **teaching statement** which should address the following aspects where applicable.

- Involvement in or approach to ODeL
- Approach to fostering a learner-centred approach and ODEL pedagogy
- Involvement in developing study material
- The extent to which the candidate has used a virtual learning platform(VLE e.g. *my*Unisa)
- Pass, success and throughput rates in the modules the candidate has taught and methods to improve these rates
- Peer and student evaluations
- Approach to learner support

Research & Innovation
Candidates being considered for appointment who are currently employed within the academic or research environment should submit:

- Proof of registration for a qualification at the next level
- A research reflection and portfolio indicating the publications
- Produced the number of research output units as provided for in the Research and Innovation Policy. The candidate should clearly indicate whether he is applying the criteria over a 3 or 5 year period. Or
- an improved rating as a researcher by the NRF since the last promotion or appointment

If the candidate being considered for appointment is *not* currently employed within the academic or research environment, the **potential** to do research will be an important consideration. The qualification requirement of the rank as well as registration and progress for the next qualification will provide such proof of potential. Progress may be measured by completion of an acceptable proposal. Where the qualification requirement for the position is a doctoral degree the doctoral degree will provide proof of the potential to do research.

A portfolio of evidence of published articles in accredited journals, scholarly books & book chapters, conference proceedings, Master's and Doctoral degrees must be provided before the interview.

The portfolio must be accompanied by a covering document containing a "research reflection" that indicates the balance among Research Outputs and motivates the variety of journals selected for the publications submitted; as well as the balance between publications and post graduate students supervised to completion in accumulating outputs.

- Unisa reserves the right to authenticate all qualifications without any further consent from the applicant.
- The contact details of **three contactable references** must be provided, one of which must be from your present employer <u>excluding</u> your current line manager

- Unisa is not obliged to fill an advertised position
- *Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.*

ACTIVITY:

APPLICATION FORM FOR A PERMANENT ACADEMIC POST:

http://www.unisa.ac.za/static/corporate_web/Content/About/Service%20departments/HR/documents/Application_PermanentAcademic_Mar2016.doc

ACTIVITY:

OPEN THE LINK BELOW FOR MORE INFORMATION:

FOR MORE INFORMATION ON ACADEMIC POSITIONS (LEVELS) OPEN THE LINK OF THE POSITION YOU WHISH TO APPLY FOR:

pOSITION: PROFESSOR

pOSITION: ASSOCIATE PROFESSOR

Position: SENIOR LECTURER

☞ **The following positions exist in the College of Graduate Studies:**

INSTITUTE FOR OPEN AND DISTANCE LEARNING (IODL) **PROFESSOR (P5) – X1 position** **Ref: CGS/IODL/P5/RESPROF/SM01/2017**

The purpose of the position is to:
- Lead and advance ODL research projects across the University and worldwide
- Stimulate and strengthen co-operation with ODL universities in Africa and internationally
- Benchmark and improve ODL Research and practice on global standard and with particular reference to Africa
- Facilitate collaboration between high-level, internationally recognized ODL researchers and Unisa researchers
  Initiate, stimulate and participate in individual and collaborative ODL research projects
- Develop ODL research skills and contribute to ODL capacity development
- Position Unisa a leader in ODL and technology enhance learning practice and research
- Conduct ODL research in order to produce at least six (6) accredited research outputs in three years, thereby enhancing the University's standing as a research institute of international repute.
- Organise conferences, seminars and research colloquia in ODL
- Supervise postgraduate students
- Be involved in community engagement and academic citizenship
- Contribute to achieving the institute's strategic and operational objectives through the above-mentioned endeavors

Requirements:
- A minimum of a PhD or Doctoral degree and extensive experience in ODL related field
- Must have at least five years teaching or research experience in a higher education institution, preparing learning resources and using a range of technologies
- Must have published at least six (6) accredited research outputs in three years
- Must have extensive networks in ODL and online learning field
- Must have a supervision record and evidence that s/he has produced satisfactory students pass rate in the last three years
- Ability to conduct, publish and present papers
- Research knowledge of ODL, e-learning and distance education theories and praxis
- Ability to participate in collaborative research activities.
- Skills needed: presentation, conduct data analysis and use data analysis software e.g. Atlas.ti or SPSS
- Demonstrated evidence and commitment to research in ODL and a written statement of the candidate's focus and goals in pursuing this field of specialisation

Recommendations:
- Proven experience in a range of research methodologies and data analysis.
- Proven experience in collaborative research activities
- Willingness to geographically relocate for short-term periods as a visiting researcher.
- Proven research publication record.
- Experience in the organization of events, seminars, colloquia.
- Proven track record to attract research funding.

Duties
- Identifies, develops research proposals and conducts individual and collaborative research on the impact of teaching and learning in an ODL context.
- Develops proposals for funding purposes to support ODL research projects
- Organises and participates in departmental, institutional, national and international conferences, seminars and research colloquia.
- Presents papers at institutional, national and international conferences.
- Publishes at least two (2) accredited research outputs a period of a year.
- Participates in, serves and leads project teams that conduct ODL research.
- Reviews academic outputs and research reports.
- Lead and develop ODL research capacity development programmes.
- Supervise postgraduate students
- Mentor young academics

RESEARCHER (P8) - X3 positions
Ref: CGS/IODL/P8/RESR/SM02/2017

The purpose of the position is to:
- Support and participate in ODL research projects across the University
- Conduct ODL research in order to produce at least two (2.5) accredited research outputs in five years
- Organises and participates in conferences, seminars and research colloquia in ODL.
- Support and contribute to the development of ODL research capacity
- Participates in, serves and occasionally lead project teams on ODL research
- Initiate, stimulate and participate in individual and collaborative ODL research projects.
- Demonstrate commitment to research in ODL
- Be involved in community engagement projects.
- Contribute to achieving the department's strategic and operational objectives

Requirements:

- A minimum of a Masters' Degree (Applicable academic qualification at NQF level 9)
- Demonstrate potential to engage in ODL research
- Knowledge of ODL, e-learning and distance education theories and praxis.
- Ability to participate in collaborative research activities.
- Experience in using technologies for education purposes
- Experience with teaching in an ODL environment will be an advantage
- Knowledge of ODL research theories and practices
- Studying towards a doctoral degree

Duties
- Support and contribute to the development of ODL research capacity
- Provide support for the organization and running of IODL workshops
- Work towards completing doctoral studies
- Keeps up to date with national and international trends in ODL
- Participate in an ODL research-related community engagement
- Participate and serve as a member of academic/ professional associations and advisory bodies
- Provide support for the organization and running of IODL workshops

UNIVERSITY OF SOUTH AFRICA

The purpose of the position is to:
- Lead and advance ODL research projects across the University
- Lead and develop ODL research capacity development programmes
- Initiate, stimulate and participate in individual and collaborative ODL research and research projects
- Produce at least FIVE (5) accredited ODeL research outputs in three years for Associate Professor and THREE (3) accredited ODeL research outputs in three years for Senior Researcher
- Supervise and co-supervise postgraduate students
- Organise conferences, seminars and research colloquia in ODL
- Demonstrate commitment to research in ODL
- Be involved in community engagement and academic citizenship
- Contribute to achieving the department's strategic and operational objectives

Requirements:
- A minimum of a doctoral degree
- Must have proven teaching and research experience
- Must have published at least FIVE accredited research outputs in three years for an Associate Professor
- Associate Professor must have supervised at least one student to completion
- Ability to conduct, publish and present research papers
- Knowledge of ODL, e-learning and distance education theories and praxis
- Ability to participate in collaborative research activities
- Skills needed: presentation, conduct data analysis and use data analysis software e.g. Atlas.ti or SPSS
- Demonstrated evidence and commitment to research in ODL

Recommendations:
- Proven experience in a range of research methodologies and data analysis
- Proven research publication record
- Experience in the organization of events, seminars, colloquia
- Willingness to geographically relocate for short-term periods as a visiting researcher

Duties
- Produce at least five (5) accredited research outputs in three years for Associate Professor and three (3) research outputs in three years for a Senior Researcher
- Participate in, serve and lead project teams that conduct ODL research
- Supervise and co-supervise postgraduate students
- Lead and develop ODL research capacity development programmes
- Mentor emerging researchers in ODL
- Develop proposals for funding purposes to support ODL research projects
- Organise and participate in departmental, institutional, national and international conferences, seminars and research colloquia
- Present papers at institutional, national and international conferences
- Review academic outputs and research reports

Salary	:	Remuneration is commensurate with the seniority of the position
Assumption of duty	:	As soon as possible
Enquiries	:	012 429 6155 (Ms Sli Mtshali)
		012 429 4229 (Mr Skhumbuzo Sithole)
Closing Date	:	**15 September 2017**

Your application form:

http://www.unisa.ac.za/static/corporate_web/Content/About/Service%20departments/HR/documents/Application_PermanentAcademic_Mar2016.doc must be accompanied by a COMPREHENSIVE CURRICULUM VITAE and;

- identity document (*including passport, work permit, permanent residence permit or proof of nationalisation if applicable*) (certified copies within the previous six months);
- all educational qualifications (certified copies within the previous six months);
- academic transcripts/records (certified copies within the previous six months);
- proof of SAQA verification for foreign qualifications (*if applicable)* (certified copies within the previous six months)
- **for ACADEMIC POSITIONS** a teaching statement (refer to page 1 of advertisement).

- UNISA reserves the right to authenticate all qualifications without any further consent from the applicant.
- The contact details of **three contactable references** must be provided, one of which must be from your present employer excluding your current line manager if you are an internal Unisa applicant
- .Unisa is not obliged to fill an advertised position
- *Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation*

- **We welcome applications from Persons with Disabilities**

ACTIVITY:

- **Applications must be posted to Unisa, HR Advisor, College of Graduate Studies, Theo van Wyk Building, Muckleneuk Campus, PO Box 392, Unisarand, 0003.**
- **Hand delivered applications can be deposited into the Application Box (marked COLLEGE OF GRADUATE STUDIES) situated at Muckleneuk Campus: Main Entrance, Theo van Wyk Building.**
- **If you apply for more than one position, each application must be in a separate envelope.**

- **Applications which are posted in the wrong application box will not be considered.**
- **Applications via email will not be considered.**
- **Late, incomplete and incorrect applications will not be considered.**

Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months after closing date of this advertisement, please accept that your application was not successful.