

UNIVERSITY OF SOUTH AFRICA

APPLICATIONS ARE HEREBY INVITED FROM THE FOLLOWING CATEGORIES OF CURRENT EMPLOYEES/WORKERS AT UNISA:

- PERMANENT EMPLOYEES;
- FIXED-TERM EMPLOYEES
- TES (TEMPORARY EMPLOYMENT SERVICES)

APPLICANTS ARE REQUESTED TO STATE THE DEPARTMENT TO WHICH THEY ARE CONTRACTED.

**PORTFOLIO: VP: RESEARCH, POST GRADUATE STUDIES, INNOVATION & COMMERCIALISATION
COLLEGE OF AGRICULTURE AND ENVIRONMENTAL SCIENCES
DEPARTMENT: ENVIRONMENTAL SCIENCES
CENTRE FOR EXCELLENCE**

**RESEARCHER x2 (P8)
FLORIDA SCIENCE CAMPUS**

Ref: Researcher/CoE/P8/CHN - 052024

The purpose of the position:

- Teach module up to NDF Level 8 that contribute towards graduateness by applying UNISA's Open –Distance Learning Model
- Assess students by using formative, as well as summative assessment
- Conduct research that could be discipline, field and /or subject specific in order to produce at least two accredited research output in a period of three years, thereby enhancing the University standing as a research institute on international repute
- Be involved in community engagement and academic citizenship and
- Contribute to the achievement of the department's strategic and operational objectives through the above mentioned endeavours

Requirements

- An appropriate and relevant qualification equivalent to NQF level 9 (e.g. M Ed, MPhil, MTech, Master's Degree either through coursework or research
- Registered with a professional body
- At least 1 year relevant experience

Knowledge, Abilities and Skills

- MS Office Suite – MS Word, Excel, Outlook, PowerPoint, as well as other software programmes that are relevant to teaching and research
- Ability to take initiatives, interact well with people and methodical

- Excellent speaking, writing and reading skills in English
- Excellent presentation skills
- Excellent computer skills
- Excellent social skills
- Analytical thinking
- Logical thinking

Personality traits:

- Openness to experience
- Conscientiousness
- Emotional stability
- Accountability
- Good achievement driven

- Knowledge of research methodologies
- Demonstrable knowledge of data management and analyses
- Demonstrable knowledge of utilizing statistical analyses software programmes such as SPSS and other software
- Knowledge of MS Office Suite e.g. Word Perfect, Excel, etc.
- MS Excel - intermediate level competence (e.g. Excel functions, tables, and graphs)
- Knowledge of reference techniques

Duties

Tuition, student assessment and support:

- Keeps up to date with national and international trends in discipline
- Develop and revises curricula which involve support to Programme Qualification Mix (PQM) and contribute towards student gradueness
- Design, teach and revise modules up to and include NQF Level 8, by applying UNISA's Open Distance Learning model
- Compiles tutorial material by incorporating current trends in the discipline into tutorial material
- Quality assures tutorial material by adhering to quality standards regarding the design, content and publishing requirements for UNISA's tutorial material
- Identifies shortcomings in study packages and positively contributes towards rectification
- Utilises myUNISA to enhance tuition
- Sets assignments and examination papers (Formative, as well as summative assessment)
- Assess students' assignments and examination papers
- Moderate examination papers and students' examination scripts as Examiner
- Prepares presentations for discussion classes, group visits and lectures
- Conduct discussion classes, group visits and lectures
- Provide students support by responding to their queries- telephonic, e-mail and consultations, as well as by utilising myUNISA, and providing detailed comments on their assignments
- Implements measures to improve student throughput and attrition rates
- Enhances and facilitates student utilisation of the Tutor System
- Ensures that deadlines are met
- Evaluates own tutorial material and improves it, based on feedback received from peers and students
- Ensures compliance with the College's Quality Assurance Framework, that of the HEQC and NADEOSA
- Ensures compliance with the College's Service Charter
- Ensures that accurate records of assignment marks, examination papers, work completed, etc are kept

Research:

- Upgrades professional and academic qualifications, if applicable
- Conduct research that could be discipline, field and/or subject specific in order to produce at least two accredited research outputs in a period of three years, thereby enhancing the UNISA

- 's standing as a research institute of international repute
- Read extensively in the discipline area in order to keep abreast with new advancements in the field
- Participate and assists with the arrangement and organisation of conferences, research colloquiums, workshops and seminars in order to enhance research and discipline knowledge
- Read papers at conferences, colloquiums, workshops and seminars in order to enhance research outputs and improves discipline knowledge
- Participates actively in College and School research colloquiums and seminars by doing presentations based on own research and discipline knowledge

Community engagement:

- Participate in curriculum related community engagement and/or research-related community engagement
- Participate in community development and capacity building where the knowledge and skills of individuals are developed in order to address specific needs of communities resulting in capacity building

Academic citizenship:

- Participates actively in departmental and school committees
- Participate in University structures / committees on various levels, if required
- Make contributions relevant to discipline expertise within the University (*Not within the particular academic department*)
- Being involved with professional, national bodies / boards that are related to discipline expertise

his/Conducts literature searches using UNISA Library search engines, as well as other search engines such as Google Scholar, Scopus, etc based on predefined search criteria in the field of interest.

- Downloads and stores references electronically according to a predetermined process and makes backups.
- Studies theoretical and research literature in the field of interest
- Can identify gaps in literature and research and may come up with a research problem to investigate.
- Compile a list of references according to the appropriate style.
- Publish research in accredited outlets with guidance.

Assumption of duty: As soon as possible

Salary : Remuneration is commensurate with the seniority of the position

Closing Date : 30 May 2024

Enquiries : Prof Llewellyn Leonard (011) 471 2311 or Mr Charles Ndlovu (012) 429 3075

Interested candidates should send a detailed cover letter indicating their suitability for the position, a detailed comprehensive Curriculum Vitae, and copies of the following documents:

- All educational qualifications.
- Identity document; and
- Proof of SAQA verification of foreign qualifications, where relevant.

The contact details of three contactable references must be provided, one which must be from your present employer. Should you not be currently employed a contactable reference from your previous employer must be provided.

The advert together with the prescribed application form (Fixed Term) can be found on the Unisa website (<http://www.unisa.ac.za/vacancies>)

Application must be submitted via an e-mail which clearly indicates the Reference number of the Researcher: Environmental Sciences position in the Subject as follows:

Ndlovch1@unisa.ac.za

- UNISA reserves the right to authenticate all qualifications without ant further consent from the applicant
- Unisa is not obliged to fill an advertised position
- Late, incomplete and incorrect applications will not be considered
- Appointments will be made in accordance with CAES `s Employment Equity Plan and other applicable legislation

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