



**UNIVERSITY OF SOUTH AFRICA**

**ONLINE INDEPENDENT CONTRACTORS 2023 (Teaching Assistant) TAs  
COLLEGE OF SCIENCE, ENGINEERING AND TECHNOLOGY**

**SCHOOL OF COMPUTING: COMPUTER SCIENCE DIVISION  
EUP SECTION**

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

**Module: EUP1501**

**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
- Fulfill 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:**

- Current Teaching Assistants need not apply.
- Not be a UNISA Fixed Term or Permanent staff member.
- Ongoing access to Internet connection at own cost.
- Minimum of a bachelor's degree (NQF Level 7) with Computer Skills
- 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

- Bachelor's degree (NQF Level 7) in College Science Engineering and Technology will be preferred.
- Honours Degree (NQF 8) will also 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 to fill the **application form** and include copies 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)

**Attention:** Mr Tjikana Donald: 012 481 2913

**Closing date:** 10 June 2022

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



# APPLICATION FORM

## TEACHING ASSISTANT

HR-CA

<b>SURNAME<sup>1</sup></b>				<b>Title</b>			
<b>FULL NAMES</b>							
<b>College</b>				<b>Department (see advert)</b>			
<b>Modules: Max of 3</b>						<b>Tel no</b>	
<b>Race</b>		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"/>	
<b>Registered disability</b>		Total <input type="checkbox"/> Partial <input type="checkbox"/>		Mental <input type="checkbox"/> Physical <input type="checkbox"/>		Hearing <input type="checkbox"/> Sight <input type="checkbox"/>	
<b>Identification number</b>						<b>Date of birth</b>	
<b>Income tax number</b>							
<b>Country of birth</b>						<b>Nationality</b>	
<b>Are you a South African citizen by birth?</b>		Yes <input type="checkbox"/> No <input type="checkbox"/>		If no indicate the date citizenship was acquired			
<b>Foreigner</b>							
<b>Passport no</b>				<b>Country of issue</b>		<b>Expiry date</b>	
<b>Work permit no</b>				<b>Type of permit</b>		<b>Expiry date</b>	
<b>Permanent residence status</b>		Yes <input type="checkbox"/> No <input type="checkbox"/>		<b>Date granted</b>			
<b>Residential address</b>				<b>Postal address</b>			
<b>Postal code</b>				<b>Postal code</b>			
<b>Telephone numbers</b>		<b>Home</b>				<b>Fax</b>	
		<b>Cell</b>				<b>email address</b>	
<b>Emergency Contact Details</b>		<b>Relationship</b>		<b>Next of kin</b>		<b>Child</b>	
<b>Initials &amp; surname</b>						<b>Tel no</b>	
<b>Are you currently a registered UNISA student?</b>		Yes <input type="checkbox"/> No <input type="checkbox"/>		<b>Student no</b>			
<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

