

UNIVERSITY OF SOUTH AFRICA

PORTFOLIO: VICE PRINCIPAL TEACHING LEARNING COMMUNITY ENGAGEMENT AND STUDENT SUPPORT

COLLEGE: LAW

DEPARTMENT: ALL DEPARTMENTS

POSITION: ADJUNCT ACADEMIC (P9)

(3-YEAR FIXED-TERM CONTRACT)

(REF:10/CLAW /2025)

UNISA is a publicly funded Higher Education Institution in South Africa dedicated to distance education. In keeping with its mandate as a Comprehensive, Open and Distance Learning (CODEL+) institution offering a variety of academic and career focused programmes, Unisa is inviting applications for the position of **Adjunct Academic: College of Law P9**.

Unisa is committed to accessibility and inclusivity, ensuring that all staff and students living with disabilities are provided with equitable opportunities, support, and environments that enable their full participation in academic and work life.

Purpose of this position:

To contribute to the university's teaching, learning, and research goals by providing high-quality instruction, assessment, and academic support to students. The incumbent brings professional or academic expertise to enhance the learning experience within a specific discipline or programme.

Key Performance Areas:

Key Performance Area 1: Student Support & Engagement

- Offer academic guidance, consultation, and mentorship to students.
- Employ diverse pedagogical approaches to promote student engagement and understanding.
- Identify and support students with diverse needs who may require additional academic assistance, informed by analytics and engagement data.
- Monitor and respond to student queries timely and effectively.

Key Performance Area 2: Teaching & Facilitation

- Deliver lectures, tutorials, or seminars in accordance with the prescribed curriculum and academic calendar.
- Prepare teaching material, lesson plans, and learning resources aligned to course outcomes.
- Support the teaching of modules in formal qualifications at NQF Levels 5 to 7.
- Contribute to curriculum review and development within the discipline area.
- Assist in aligning teaching materials with institutional and accreditation standards.
- Conduct online classes and tutorials using the institution's Learning Management System (LMS).

- Facilitate asynchronous and synchronous learning sessions in line with the Tuition Facilitation Procedure Manual.
- Promote interactive learning to foster engagement and deep understanding of course content.
- Ensure compliance with the College Quality Assurance Framework and Service Charter.

Key Performance Area 3: Assessment & Feedback

- Mark and grade assessments (assignments, tests, projects, examinations), in accordance with academic standards and rubrics.
- Maintain accurate records of student performance, including marks and progress data.
- Provide timely and constructive feedback to students to enhance learning and performance.
- Participate in moderation and quality assurance processes as required.

Key Performance Area 4: Analytics & Intervention

- Access and interpret student performance reports from the LMS (e.g., myUnisa) and analytics dashboards
- Monitor key indicators such as:
 - Engagement metrics (log-ins, participation in discussion forums, attendance in virtual classes).
 - Performance trends across assignments and exams.
 - Compare data across cohorts to identify common learning barriers or module-specific challenges.
 - Assessment submission patterns (missed or late submissions).
- Use analytics to flag students at risk due to poor engagement or low performance
- Segment students into categories (e.g., “not engaging,” “borderline pass,” “repeaters,” “nonsubmitting”)
- Develop targeted academic support plans based on identified needs (e.g., refresher tutorials, concept summaries, Q&A sessions).
- Conduct small-group consultations or follow-up online sessions focusing on difficult concepts or assignments for students at risk.
- Provide scaffolded learning materials — additional exercises, video explainers, or simplified reading guides.
- Send motivational or corrective communications (emails, LMS announcements) encouraging re-engagement and submission.

Key Performance Area 5: Academic Collaboration

- Liaise with the Tuition Support and Facilitation of Learning Department or Instructional Support and Services to coordinate structured interventions.
- Refer students requiring psycho-social or academic counselling to Counselling and Career Development.
- Share feedback and insights with Course Coordinators and Chairs of Department to inform module improvements

Qualifications and Experience:

- A relevant postgraduate qualification (Master’s or preferably Doctoral Degree) in the discipline of instruction.
- Demonstrated expertise or professional experience in the subject area.
- Registration with the relevant professional body (where applicable).
- Prior experience in teaching, tutoring, or academic support in a higher education environment is advantageous
- Familiarity with blended or online learning environments.

Key Attributes

- Student-Centredness
- Professional Integrity
- Adaptability and Flexibility
- Self-Motivation and Initiative
- Technological Confidence
- Communication and Interpersonal Skills
- Analytical and Reflective Thinking
- Emotional Intelligence
- Commitment to Lifelong Learning
- Team Orientation

Adjunct Academic positions are available in the College of Law in the following Departments:

Department of Criminal and Procedural Law

Specific Requirements:

1. Relevant Masters or Doctoral Degree.
2. Shortlisted candidates may be required to write a module assessment for the designated module.
3. Applicants will be deployed according to their specific qualifications, skills and experiences.

Department of Jurisprudence

Specific Requirements:

1. Relevant Masters or Doctoral Degree.
2. Shortlisted candidates may be required to write a module assessment for the designated module.
3. Applicants will be deployed according to their specific qualifications, skills and experiences.

Department of Mercantile Law

Specific Requirements:

1. Relevant Masters or Doctoral Degree.
2. Shortlisted candidates may be required to write a module assessment for the designated module.
3. Applicants will be deployed according to their specific qualifications, skills and experiences.

Department of Private Law

Specific Requirements:

1. Relevant Masters or Doctoral Degree.
2. Shortlisted candidates may be required to write a module assessment for the designated module.
3. Applicants will be deployed according to their specific qualifications, skills and experiences.

Department of Public, Constitutional and International Law

Specific Requirements:

1. Masters or Doctoral Degree in Constitutional Law, Public Law, International Law, including International Economic Law, Environmental Law, Marine Law, Energy Law and Aviation Law.
2. Shortlisted candidates may be required to write a module assessment for the designated module.
3. Applicants will be deployed according to their specific qualifications, skills and experiences.

Department of Criminology and Security Science

Specific Requirements:

1. Masters or Doctoral Degree in Criminology, Security Science or Criminal Justice.
2. Shortlisted candidates may be required to write a module assessment for the designated module.
3. Applicants will be deployed according to their specific qualifications, skills and experiences.

Department of Corrections Management

Specific Requirements:

1. Relevant Masters or Doctoral Degree in corrections management or criminal justice
2. Shortlisted candidates may be required to write a module assessment for the designated module.
3. Applicants will be deployed according to their specific qualifications, skills and experiences.

Department of Police Practice

Specific Requirements:

1. Masters or Doctoral Degree in Forensic Investigations OR Policing
2. Shortlisted candidates may be required to write a module assessment for the designated module.
3. Applicants will be deployed according to their specific qualifications, skills and experiences.

Assumption of duty: 01 January 2026

Closing Date: 07 November 2025

Remuneration is commensurate with the seniority of the position

Enquiries: Ms Mildred Moshodi: Tell 012 481 8396 or moshomm@unisa.ac.za

To apply, you need to do the following:

Accessing the application form on the link provided is compulsory and must be completed correctly

<https://forms.office.com/r/k1f8fu27hB>

Interested candidates should send a completed prescribed Unisa application form, a detailed cover letter indicating suitability for the position, an updated detailed comprehensive Curriculum Vitae, and certified copies of the following documents:

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

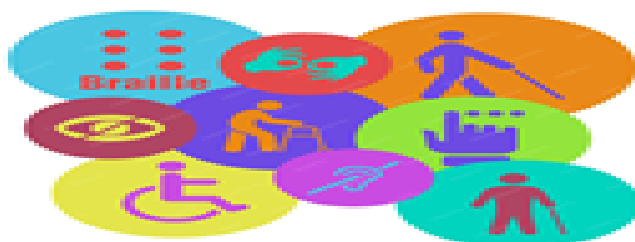
The contact details of three contactable references must be provided, one of which must be from your present employer. Should you not be currently employed, a contactable reference from your previous employer must be provided.

Late, incomplete, and incorrect applications will not be considered.

Recommended candidates might be subjected to a competency assessment.

The domicile of the post, being the College from which the incumbent will operate, will be determined by the institution in line with its strategic and operational requirements.

The University values diversity and inclusion and welcomes applicants from all backgrounds. Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.



Advert approval:



Prof M Budeli- Nemakonde

Executive Dean: CLAW

23/10/2025

Date