

UNIVERSITY OF SOUTH AFRICA

PORTFOLIO: VICE PRINCIPAL TEACHING LEARNING COMMUNITY ENGAGEMENT AND STUDENT SUPPORT

**COLLEGE: ACCOUNTING SCIENCES
DEPARTMENT: ALL DEPARTMENTS**

POSITION: ADJUNCT ACADEMIC (P9)

(3-YEAR FIXED-TERM CONTRACT)

(REF:10/CEMS /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.

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 Accounting Sciences in the following Department:

Department of Auditing

Modules offered by department are listed as:

CAS1501 - Perspectives on Accountancy
AUE1501 - Introduction to Auditing
AUE1601 - Legal Aspects in Accountancy
AUE2601 - Auditing Theory and Practice
AUE2602 - Corporate Governance in Accountancy
AUE3761 - The Audit Process AUI2601 Internal Auditing: Theory and Principles
AUI3701 - The Internal Audit Process: Planning the Engagement
AUI3702 - The Internal Audit Process: Test of Controls
AUI3703 - The Internal Audit Process: Specific Engagements and Reporting
AUI3704 - Managing the Internal Audit Activity

Specific Requirements:

1. All External Audit Modules require a CA(SA) /CIA/CFE with Master's degree (MCom) or Doctoral Degree in Accountancy.
2. Shortlisted candidates may be required to write a module-specific assessment for the designated module, a 75% pass rate is required.
3. Applicants will be deployed according to their specific qualifications, skills and experiences.

Department of Taxation

Modules offered by department are listed as:

TAX1501 - Taxation of Salaried Persons
TAX2601 - Principles of Taxation
TAX3761 - Taxation of business activities and Individuals
TAX3701 - Taxation of Business Activities

TAX3703 - Taxation of Estates

TAX3704 - Tax Administration

TAX3705 - Tax opinion writing

Specific Requirements:

1. Any relevant Masters or Doctoral Degree (NQF10 qualification)
2. An undergraduate Degree in Accountancy will be an Advantage
3. Shortlisted candidates will be required to write a module assessment for the designated module a 75% pass rate is required.
4. Applicants will be deployed according to their specific qualifications, skills and experiences.

Department of Management Accounting
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Modules offered by department are listed as:

AIN1501 - Accounting Information Systems
AIN2601 - Practical Account Data Process
AIN3701 - Automation and data analysis
MAC1501 - Introduction to Management Accounting
MAC2601 - Principles of Management Accounting
MAC2602 - Principles of Strategy, Risk & Financial Management
MAC3701 - Application of management accounting techniques
MAC3702 - Application of financial management techniques
MAC3761 - Management Accounting III

Specific Requirements:

5. Any relevant Masters or Doctoral Degree (NQF10 qualification) in Accountancy, a CA(SA) and CIMA registration will be an Advantage
6. Shortlisted candidates will be required to write a module assessment for the designated module, a 75% pass rate is required
7. Applicants will be deployed according to their specific qualifications, skills and experiences.

Department of Financial Accounting

Modules offered by department are listed as:

CAS3701 - Capstone in Accounting Sciences
FAC1501 - Introductory Financial Accounting
FAC1502 - Financial Accounting Principles, Concepts and Procedures
FAC1503 - Financial Accounting Principles for Law Practitioners
FAC1601 - Financial Accounting and Reporting
FAC1602 - Elementary Financial Accounting and Reporting
FAC2601 - Financial Accounting for Companies
FAC2602 - Selected Accounting Standards and Simple Group Structures
FAC3701 - General Financial Reporting
FAC3702 - Distinctive Financial Reporting
FAC3703 - Specific Financial Reporting

Specific Requirements:

1. Any relevant Masters or Doctoral Degree (NQF10 qualification),
2. A CA(SA) and any other Accountancy Professional Body registration will be an Advantage
3. An undergraduate Degree in Accountancy will be an Advantage
4. Shortlisted candidates will be required to write a module assessment for the designated module, a 75% pass rate is required.
5. 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: Mr Donald Tjikana: Tell 012 481 2913

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/RF2qJMPSJb>

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 Regional Hub 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.

