

PORTFOLIO: VICE PRINCIPAL TEACHING LEARNING COMMUNITY ENGAGEMENT AND STUDENT SUPPORT

**COLLEGE: ECONOMIC AND MANAGEMENT SCIENCES
DEPARTMENT: ALL DERPARTEMENTS**

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: College of Economic and Management Sciences (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 Economic and Management sciences

Post specific requirements

- Minimum of Masters' degree but preferably a PhD in the appropriate discipline (*SAQA evaluation of foreign qualifications must accompany the application*)
- Excellent written and verbal communication skills, including the ability to communicate effectively in both English and any South African official language

Department of Economics

ECS1500	Introduction to Economics
ECS1501	Microeconomics I
ECS1601	Macroeconomics I
ECS2601	Intermediate microeconomics
ECS2602	Intermediate Macroeconomics
ECS2603	Economic Indicators
ECS2604	Labour Economics
ECS2605	The South African Financial System
ECS2606	Environmental Economics
ECS2608	Economic History of the World
ECS2609	Economics History of South Africa
ECS3701	Monetary Economics
ECS3702	International Trade
ECS3703	International Finance
ECS3704	Public Economics
ECS3705	History of Economic Thought
ECS3706	Econometrics
ECS3707	Development Economics
ECS3708	Applied Microeconomics
ECS3709	Advance Macroeconomics
ECS3710	Applied Health Economics
ECS3711	Research Methods in Economics
ECS4861	Macroeconomic
ECS4863	Microeconomics
ECS4864	Econometrics
ECS4865	Money, Banking and Financial Markets
ECS4866	Advanced Public Economics
ECS4865	Advance International Economics
ECS4867	Advance Development Economics

Department of Finance, Risk Management, and Banking

BAN1501	Banking: Introduction
BAN1502	Banking: Fundamental Principles
CRM1501	Credit Management I
FIN2601	Financial Management
FIN2602	Personal Financial Management
FIN2603	Finance for Non-Financial Managers
FIN3701	Financial Management
FIN3702	Working Capital Management
FIN3703	Treasury Management
FIN3704	Applied Financial Management
FIN4801	Advanced Financial Management
FIN4802	International Financial Management
HRFIN81	Research Project in Finance
INV2601	Fundamentals of Investment
INV3701	Equity Asset Valuation

INV3702	Fixed Income Analysis
INV3703	Derivatives
INV4801	Investments: Portfolio Management
RSK1501	Risk Management for Bankers
RSK2601	Enterprise Risk Management
RSK2602	Fundamentals of Operational & Financial Risk
ISR3701	Non-Life Insurance
ISR3702	Life Insurance
RSK4801	Operational Risk Management
RSK4802	Governance, Risk and Compliance Management
RSK4803	Risk Financing
RSK4804	Credit Risk Management
RSK4805	Market Risk Management

Department of Decision Sciences

BNU1501	Basic Numeracy
QMI1500	Elementary Quantitative Methods
DSC1520	Quantitative Modelling I
DSC1630	Introductory Financial Mathematics
DSC2608	Applied Quantitative Modelling

Department of Public Administration and Management

PUB1501	Nature content and scope of public administration
PUB1504	public financial resources management
PUB1505	public supply chain management
PUB1601	the structuring and functioning of public services
PUB2601	foundations of public administration
PUB2606	environmental affairs
PUB3702	public human resource management
PUB3703	public policy
PUB3707	ethics in public administration and administrative justice

Department of Operations Management

MNO2601	Operation Management
MNO2602	Quality Management and Techniques
MNO2607	Safety Management
MNO3701	Production and Operational Management
SMN3703	Safety management III
SMA3703	Occupational Risk Exposure

Department of Applied Management

MNP2601	Purchasing and Supply Management
MNP2602	Supply Chain Management
MNP3701	Strategic Sourcing
MNP3702	Supply Chain Alignment
MNP3703	Supplier Relationship Management
SCH4801	Supply Chain Management
TRL2604	Integrated Logistics
TRL3703	Air Transport

TRL3707	Logistics Activities
TRL3708	Logistics Systems
ETP2601	Entrepreneurship II
ETP2602	Entrepreneurship II
ETP3701	Entrepreneurship IIIA
ETP3702	Entrepreneurship III
MNE2601	Introduction to Entrepreneurship
MNE3701	Entrepreneurship and Small Business Management
MNE3702	Corporate Entrepreneurship
DTM1501	Travel Operations
DTM2601	Hospitality Operations
DTM2604	Tourism Development IIB
DTM3605	Cultural Tourism II
DTM3609	Tourism in a Practical Work
DTM3703	Tourism Development IIIA
DTM3704	Tourism Development IIIB
TRT2601	Transport for Tourism
TRT3702	Special Interest Tourism
SUS1501	Sustainability and Greed

Department of Business Management

BSM2601	Business Management IIA
MNB3701	Principal Global Business Management IA
MNB3702	Global Business Management IB
MNG2602	Contemporary Management Issues
MNG3701	Strategic Planning III
MNG3702	Strategic Implementation and Control IIIB
MNM3701	Corporation Citizenship

Department of Marketing and Retail Management

MNM1501	Personal Selling
MNM1503	Introduction To Marketing
MNM1505	Introduction To Consumer Behaviour
MNM1507	Introduction To Marketing Communication
MNM2604	Business-To-Business Marketing
MNM2605	Consumer Behaviour
MNM2606	Advertising And Sales Promotion
MNM2607	Public Relations
MNM2611	Integrated Marketing Communications
MNM2613	Marketing Value Chain
MNM3701	Marketing Planning
MNM3702	Marketing Research
MNM3708	Retail Management
MNM3709	Strategic Marketing
MNM3712	Customer Relationship Management
MNM3714	Digital Marketing

Department of Industrial and Organisational Psychology

IOP1501	Psychological processes in the work and self-employed context
IOP1502	Customer service in tourism
IOP1503	Environmental Psychology
IOP2601	Organisational research methodology
IOP2602	Organisational Psychology

LRM2601 Labour Relations Management: Macro
HRM2602 Human Resource Maintenance and Retention
HRM3703 HR Information Systems and Technology

Assumption of duty: 01 January 2026

Closing Date: 7 November 2025

Remuneration is commensurate with the seniority of the position

Enquiries: Mr Donald Tjikana Tel 012 481 2913 and

Mr Mashudu Maelane Tel: 012 429 6336

To apply, please:

Accessing the compulsory online application form on the provided link and complete it correctly

<https://forms.office.com/r/W0FGSKqAc7>

Please take note of the supporting document to be submitted

- 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.

