



**FIXED TERM LECTURER CONTRACT
DEPARTMENT OF ENVIRONMENTAL SCIENCES
SCHOOL OF ECOLOGICAL AND HUMAN SUSTAINABILITY
COLLEGE OF AGRICULTURE AND ENVIRONMENTAL SCIENCES
UNIVERSITY OF SOUTH AFRICA**

Assessment is an integral part of curriculum development as outlined in the Curriculum Policy. During curriculum development, an assessment strategy is developed that is aligned to the ODeL Policy and strategy of UNISA. Assessment can have different focuses, namely to:

- improve the quality of students' learning experiences by focusing on significant knowledge, skills, attitudes and values, and providing motivation to work through the material through tasks and feedback, known as assessment for learning.
- b) focus on the ability to transfer knowledge to new contexts and to apply knowledge in specific contexts in line with the NQF level descriptors and other taxonomies of learning.
- c) focus on programmatic and graduate attributes and critical cross-field outcomes in assessment of learning.
- d) make academic judgements related to diagnostics, placements competence, progression and/or qualification completion; and as a feedback mechanism to improve curricula, known as assessment of learning; and to
- e) create opportunities for students to engage with the content, with their context, with the lecturer and with fellow students (**Unisa Assessment Policy, 2011**).

The Department of Educational Foundations is inviting suitable applicants for providing assessment services to be appointed as independent contractors (markers) on a yearly basis. The purpose of this positions is to appoint competent and suitable candidates to complete and execute assessment task professionally and ethically align to the Assessment Policy and Guidelines.

Job description:

Lecturing of five modules in the Ornamental Horticulture programme for a period of six months. The contract period will be from February 2024 until end of July 2024. It entails the preparation of the online module sites, marking of the assignments and providing quality feedback to students. The upload of exam papers for two modules and managing the online examination process. Facilitating online lectures for the five modules. Reporting on your marking progress and online lectures. The module sites will be ready for the first semester. The assessments will be set beforehand, they just need to be uploaded onto the module sites for the second semester. The candidate will also need to manage the moderation processes as required for the individual modules.

Requirements:

- M-Tech in Horticulture/ MSc in Ornamental Horticulture/ ML Prof Landscape Architecture or equivalent NQF9 qualification
- At least 3-years' experience in landscape construction and/or design industry
- At least 3-years teaching experience (primary or secondary) or relevant experience in the education field (TVET College /University)
- Ornamental plant use knowledge
- Landscape construction, contract, and project management knowledge

Modules to teach:

- **Ornamental Plant Use II (PMS2601)** – Semester diploma module which covers botanical nomenclature, plant identification and ornamental plant use. The module has five assessments which three of them are automated online quizzes which don't need marking. The other two assessments will need to be marked online. This module needs about five 30-minute online lectures scheduled throughout the semester. The summative assessment is in the form of an online exam. Student numbers between 15 and 35.

- **Landscape Construction and Installation (LDS3601)** – This is a semester diploma module which covers the basic hard landscaping materials and installation techniques used for landscape projects. The module has three assessments, which one of them are an online quiz. The other two are written assignments which needs to be marked. The summative assessment is in the form of an online exam. This module will require four 30-minute online lectures. Student numbers between 10 and 25.
- **Landscape Design Practical (LDS3702)** – This is a year diploma module with a practical workshop in the second semester. You will be responsible for three online 30-minute lectures, the marking of two written assignments, and communicating the arrangements for the practical workshop to the students. Student numbers between 15 and 25.
- **Landscape Contract Management (LCM4801)** – This is a semester post-graduate diploma module. The module covers the basic landscape contract types used and the clauses it contains. Students are then required to compile a specification document for a case study project with all the necessary addendums. They also must price a BoQ. This module has low student numbers, but it has six assignments which need marking and the due dates are close together. You need to facilitate about five 30-minute online lectures. The summative assessment is in the form of a portfolio which is basically a corrected version (based on your feedback) version of their specification document. Student numbers between 0 and 5.
- **Landscape Project Management (LPM4801)** – This is a year module in the post-graduate diploma. Students must choose either a landscape maintenance or installation project and have to complete the project management documentation for it during the year. The candidate will be responsible for marking three assessments during the contract period and facilitating about five online 30-minute lectures. Student numbers between 0 and 5.

Duties:

- Complete and execute assessment task professionally
- Comply and adhere to all Unisa tuition, assessment and examination and plagiarism policies and guidelines
- Act in the ethical and professional manner dealing with all assessment tasks
- Execute duties as stipulated in contract and task agreement
- Marking of assessment tasks fairly and consistently
- Meet deadlines of allocated assessment task
- Submit marking reports timeously
- Maintain confidentiality of all assessment tasks
- Facilitate online lectures
- Post announcements, updates and reminders on LMS

Knowledge, skills and abilities

- Basic knowledge of the discipline applying for
- Basic knowledge of assessment and assessment practices
- Basic knowledge of marking and procedures
- Basic knowledge of constructive feedback on assessment tasks
- Basic knowledge of academic dishonesty and plagiarism
- Knowledge of teamwork/leadership skills
- Good interpersonal and communication skills (listening, speaking, reading and writing)
- Must be honest / ethical and show empathy when required to mark assessment tasks
- Must have good problem-solving and decision-making skills
- Must be service orientated (Actively looking for ways to help and support students)
- Must have good time management skills
- Ability to resolve conflict and maintain confidentiality of all assessment tasks
- Ability to work under pressure with adherence to deadlines

Recommendations:

- Computer and Internet skills
- Advanced communication skills and proficiency in English

- Digital literacy skills – competent in ICT and online learning environments
- Commitment to marking and meeting deadlines for all assessments
- Friendly, patient, and sensitive to a diversity of students

To apply, you need to submit the following:

- 1) An application letter indicating willingness to mark assignments and/or exam scripts for any of the modules listed below.
- 2) Comprehensive **UPDATED** and signed curriculum vitae (most recent)
- 3) Only a certified copy of the **HIGHEST** qualification as per requirement
- 4) Certified copy of ID/Passport and valid visa

Note: The required documents should be submitted as a single file (**one PDF**) to the email provided below.

Email applications to the attention of Liezl Craig-Swart (craigl@unisa.ac.za)

Assumption of duty: The candidates will have to undergo **an interview (either face-to-face or Microsoft Teams)** and **online Moodle training sessions**. Completion of the prescribed training on various aspects of Marking on the Moodle platform is compulsory.

Closing date: Friday 13 October 2023 at 16:00