

APPLICATIONS ARE HEREBY INVITED FROM THE FOLLOWING CATEGORIES OF CURRENT EMPLOYEES/WORKERS AT UNISA:

- FIXED-TERM EMPLOYEES
- TES (TEMPORARY EMPLOYMENT SERVICES)
- EMPLOYEE/APPLICANT WHO AT THE TIME OF THE ADVERTISEMENT WAS ACTIVE IN ONE OR ANY CATEGORY OF EMPLOYMENT MENTIONED ABOVE, WITHIN THE UNIVERSITY.

**APPLICANTS ARE REQUESTED TO STATE THE DEPARTMENT TO WHICH THEY ARE CONTRACTED**

**COLLEGE OF AGRICULTURE AND ENVIRONMENTAL SCIENCES  
SCIENCE CAMPUS - FLORIDA**

**DEPARTMENT OF ENVIRONMENTAL SCIENCES**

**LECTURER (P8)**

**FIXED-TERM CONTRACT**

The purpose of the position is to **replace a permanent lecturer who is going on maternity leave for four months**. The successful candidate will be responsible for lecturing of five modules in the **Ornamental Horticulture programme for a period of four months**. The contract period will be from **March 2024 until end of June 2024**. The module sites will be ready for the first semester. It entails the 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 assessments will be set beforehand, they just need to be uploaded onto the module sites. The candidate will also need to manage the moderation processes as required for the individual modules. Assist with the preparation of the module sites for the second semester.

### **Recommendations**

- At least 3-years teaching experience (primary or secondary) or relevant experience in the education field (TVET College /University)

### **Qualifications and Experience:**

- M-Tech in Horticulture/ MSc in Ornamental Horticulture/ ML Prof Landscape Architecture or equivalent NQF9 qualification
- Very important: At least 3-years' experience in landscape construction and/or the landscape design industry

### **Knowledge and Skills**

- An understanding of quality assurance procedures in an academic environment, preferably in an ODeL environment, and aptitude to manage quality.
- Ornamental plant use knowledge
- Landscape construction, contract, and project management knowledge

**Assumption of duty** : 1 March 2024

**Salary** : Remuneration is commensurate with the seniority of the position

**Enquiries** : (011) 471 2501/ craigl@unisa.ac.za

**Closing date** : **16h00 Thursday 16 November 2023.** Extended: 16h00 Monday 4 December 2023

- The completed an application form attached.
- A COMPREHENSIVE CURRICULUM VITAE and ORIGINAL certified copies (within the previous six months) of;
- ALL educational qualifications; (**equivalent qualification should be accompanied by proof of NQF level**)
- academic records/transcripts;
- identity document; (*including passport, work permit, permanent residence permit or proof of nationalisation, if applicable*); and
- proof of SAQA verification of foreign qualifications (if applicable)
- UNISA reserves the right to authenticate all qualifications without any further consent from the applicant.
- The contact details of three contactable references must be provided, one of which must be from your present employer, excluding your current line manager if you are an internal Unisa applicant.
- **LATE, INCOMPLETE AND INCORRECT APPLICATIONS WILL NOT BE CONSIDERED.**
- Unisa is not obliged to fill an advertised position.
- *Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.*

We welcome applications from Persons with Disabilities



Applications **must be emailed** to: [craigl@unisa.ac.za](mailto:craigl@unisa.ac.za).

**All applications should reach UNISA before 16h00 on the closing date.**

Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months after closing date of this advertisement, please accept that your application was not successful

CONFIDENTIAL

PO Box 392  
**UNISA**  
0003  
South Africa



## APPLICATION FOR AN INDEPENDENT CONTRACT POSITION

**IMPORTANT:** Applicants are requested to complete the form in **full**

- Write or print in black ink only
- Attach certified copies of official statements of subjects and symbols, diploma or degree certificates conferred
- Originally certified copies of qualifications and identity document **MUST** be attached to the application form
- Proof of registration at UNISA for registered students of Unisa
- Should you wish to apply for a post in more than one department, complete a separate form for each position
- Applications will only be considered for advertised posts
- Late, incomplete and/or incorrect applications will not be considered
- The University does not provide transport for temporary workers/independent contract staff
- Send the completed application form to the address indicated in the advertisement

### 1. PERSONAL PARTICULARS

Surname							
Full names							
Identity number					Unisa student no		
Race (Mark with x)	African	Coloured	Indian	White	Gender	M	F
Are you a South African citizen?						Yes	No
If you are not a citizen by birth, please indicate the date you acquired your citizenship							
Permanent residence status						Yes	No
If you have permanent residence status, please indicate the date you acquired permanent residence							
If you are a foreigner please provide the following (Certified copies of documents must be attached)							
Passport no		Country of issue		Expiry date			
Work visa no		Type of visa		Expiry date			
Are you a person with a disability?						Yes	No
If yes, please provide further details							
<hr/> <hr/>							
Residential address				Postal address			
		Code				Code	
Telephone no	Home		Work			Fax	
Cell			e-mail				

### 2. PARTICULARS OF POST APPLIED FOR

Department			
Reference no		Job title	

Employer		Address	
Position		Period of employment	

### 3. DETAILS OF PRESENT POSITION (if applicable)

#### 4.1 RELEVANT OCCUPATIONAL EXPERIENCE

Employer	Position/ duties/ type of work	From		To	
		Year	Month	Year	Month

#### 4.2 OTHER OCCUPATIONAL EXPERIENCE

Employer	Position/ duties/ type of work	From		To	
		Year	Month	Year	Month

### 5. SCHOOL EDUCATION

Highest standard/grade passed	Month	Year	Institution

### 6. POST SCHOOL EDUCATION (Completed)

Degree/diploma/ certificate	Institution	Year first enrolled	Normal duration	* f / p	Major subjects

### 7. CURRENT AND/OR INCOMPLETE STUDIES (if applicable)

Degree/diploma/ certificate	Institution	Year first enrolled	Normal duration	* f / p	Major subjects

\* Full-time study must be indicated by 'F' and part-time by 'P'.

### 8. LANGUAGE PROFICIENCY

Indicate language and level of proficiency, i.e. ability to speak, read, write, poor (P), average (A), very good (VG):			
Language	Speak	Read	Write

### 9. OTHER SKILLS

Please give details of any other skills that you may have (e.g. computer skills)

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**10. Applicants are required to indicate to what extent their qualifications and experience meet the requirements of the post.** Please structure your response according to the requirements as set out in the advertisement:


**11. ADDITIONAL INFORMATION**

Furnish any additional information which you regard as relevant in support of your application


**12. REFERENCES** (*Contactable*)

Name	Relationship to applicant	Institution/organisation/employer	Telephone/fax-e-mail

**13. CRIMINAL CASES/OFFENCES**

Have you ever been found guilty of a criminal offence?				Yes	No
If yes, please provide further details					
Have you ever had a sentence imposed? (mark with an x)					
	Period (eg 2 years)		From	To	
Imprisonment					
Suspended sentence					
Admission of guilt	Date		Amount		
Other					
Is there any criminal, civil or disciplinary action pending against you?				Yes	No
If yes, please provide further details					
Have you ever been found guilty of misconduct at a previous employer?				Yes	No

**14. DECLARATION BY APPLICANT**

I, ..... hereby declare that the information I have provided on this form is correct and give consent that references maybe contacted and credentials verified.

Date:

Signature: