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UNIVERSITY OF SOUTH AFRICA

RE-ADVERTISEMENT

PORTFOLIO: VICE PRINCIPAL TEACHING LEARNING COMMUNITY ENGAGEMENT AND STUDENT SUPPORT

FOR MODULES IN NQF LEVEL 5, 6 AND 7

POSITION: ADJUNCT ACADEMIC (P9)

(3-YEAR FIXED-TERM CONTRACT)

OPPORTUNITIES FOR ADJUNCT ACADEMICS EXIST IN THE FOLLOWING COLLEGES:

COLLEGE OF HUMAN SCIENCES
- English Studies

COLLEGE OF AGRICULTURE AND ENVIRONMENTAL SCIENCES:
- Geography
- Life and Consumer Sciences
- Agriculture and Animal Health
- Environmental Science

COLLEGE OF SCIENCE, ENGINEERING AND TECHNOLOGY
- Computer Science
- Information Systems
- Mathematical Science
- Statistics
- Mining Engineering
- Industrial Engineering
- Civil Engineering
- Electrical smart System Engineering

COLLEGE OF ACCOUNTING SCIENCES
- Financial Accounting
- Auditing
- Taxation
- Management Accounting

ADJUNCT ACADEMICS WILL ALSO BE APPOINTED FOR THE FOLLOWING SIGNATURE MODULES:

- Language Through an African Lens: AFL1501:   College of Human Sciences (CHS)
- Being a Professional Teacher: BPT1501:   College of Education (CEDU)
- Perspectives on Accountancy: CAS1501:   College of Accounting Sciences (CAS)
- Ethical Information and Communication Technologies for Development Solutions: EUP1501:   College of Science, Engineering and Technology (CSET)
- Environmental Awareness and ResponsibilityGGH3708: College of Agriculture and Environmental Sciences (CAES)
- Social Dimensions of Justice: SJD1501:   College of Law (CLAW)
- Sustainability and Greed: SUS1501:   College of Economic and Management Sciences (CEMS)

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. Incumbents will also be expected to facilitate teaching and learning in signature module

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.

Technical Competencies

- Familiarity with online learning platforms and digital teaching tools.
- Experience with MS Office Suite, such as MS Word, Excel, PowerPoint, as well as other software programmes that are relevant for teaching.
- Advanced knowledge of administrative and student information systems.
- Strong digital literacy, with the ability to use data analytics, dashboards, and reporting tools.
- Familiarity with AI-driven student support systems (e.g., chatbots, early alerts, predictive analytics).
- Knowledge of IT governance, cybersecurity, and data protection (aligned to POPIA).
- Competence in online collaboration platforms (e.g., MS Teams, SharePoint, Trello).

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

Assumption of duty: 01 April 2026
Closing Date: 13 March 2026
Remuneration: Remuneration is on a fixed salary

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 where available.

Should you not be currently employed, a contactable reference from your previous employer must be provided.

The detailed advertisement for each college/department together with the prescribed application form can be found on the Unisa website (**http://www.unisa.ac.za/vacancies**)

UNISA is not obliged to fill an advertised position.

Enquiries:

HR Contact Person	College
Mr M Tjikana 012 481 2913	**College of Accounting Sciences**
Mr M Maelane 012 429 6336 Mr M Tjikana 012 481 2913	**College of Economic Management Sciences**
Mr T Maphala 012 481 2857 Ms N Maswanganye 012 481 2706	**College of Education**
Mr D Mulaudzi 012 429 2741 Mr M Sultan 011 670 9782	**College of Human Sciences**
Ms M Moshodi 012 429 8396	**College of Law**
Mr M Sultan 011 670 9782	**College of Agriculture and Environmental Sciences**
Mr E Mashimbye 012 429 3111	**College of Science and Technology**

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

Recommended candidates might be subjected to a competency assessment.

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

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

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.