



**INDEPENDENT CONTRACTORS (EXTERNAL MARKERS)  
DEPARTMENT OF LINGUISTICS AND MODERN LANGUAGES  
SCHOOL OF ARTS  
COLLEGE OF HUMAN SCIENCE  
UNIVERSITY OF SOUTH AFRICA  
(Ref: CHS/LING/75-2024DM)**

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.

**Requirements:**

- Applicable and relevant equivalent to **NQF level 9** (MA in Linguistics Translation Studies/MA in Language Practice/MA in Languages/ MTech (Language Practice) OR **NQF level 10** (e.g. Ph.D/DEd/DPhil/DTech) Specialization in **Translation and Interpreting Studies/Language Practice and/or related disciplines**.
- At least 3-years teaching or relevant experience in the language practice (Secondary/TVET College /University)

**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
- Attend markers meeting and submit marking reports timeously
- Maintain confidentiality of all assessment tasks

## 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 lecturer or 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
- Have own desktop computer or laptop and internet connectivity (no computers or data bundles will be provided)
- Advanced communication skills and proficiency in English
- Digital literacy skills – competent in ICT and online learning environments
- Experience in online marking tools or software or LMS (Moodle will be an advantage)
- 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
- 5) SAQA verification of foreign qualifications (if applicable)
- 6) Valid permit (foreign applicants).

- 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
- Unisa is not obliged to fill an advertised position

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

Applicants are expected to first complete the form on the Portal <https://forms.office.com/r/dUg8PwhcYr> and thereafter forward the supporting documents to the attention of [chsmarkers@unisa.ac.za](mailto:chsmarkers@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: 17 April 2025**

**Applications sent to the incorrect email address will not be considered. Late, incomplete and incorrect applications will not be considered.**

**Name of Qualification**

**Independent Contractor (MARKER) positions are available in the modules listed in the Department of Linguistics and Modern Languages**

**30 Across all modules**

<b>MODULE CODE</b>	<b>MODULE NAME</b>	<b>Purpose of module</b>	<b>Name of Department/School etc.</b>
<b>Name of Qualification:</b>			
<b>HTR4801 (30 Across all modules)</b>	<b>Translation Method and Function</b>	<p>The purpose of this module is to give students a well-rounded and systematic knowledge base in the professions of translation. It also provides them with theoretical foundations of translation coherent and critical understanding of translation techniques and strategies at word level and above word level. Students learn more about the different text types and text functions, and how to carry out a detailed text analysis prior to translation. The module also intends to enhance the linguistic skills of the students to enable them to translate texts effectively in a variety of general domains.</p> <p>Students who successfully complete this module will be able to analyse and categorise texts for translation purposes. They will be able to translate texts using the appropriate translation strategies and techniques.</p>	<b>Linguistics and Modern Languages</b>
<b>HTR4802 (36 Across all modules)</b>	<b>Translation for Specific Purposes</b>	<p>The purpose of this module is to introduce students to the specialised translation with specific reference to technical texts. Students are taught about the nature of technical language and provided with the knowledge of categorising technical texts and choosing the translation methods in translating these texts. Furthermore, students gain knowledge about the role played by technical language in raising the status of a language, as they are taught how translators should apply the principles of term formation when translating texts for specific purposes. Students also learn how to make technical texts more accessible. On completion of this module, students will be able to translate technical texts successfully.</p>	<b>Linguistics and Modern Languages</b>
<b>HTR4803 (30 Across all modules)</b>	<b>Perspectives on Translation and Interpreting Studies</b>	<p>This module introduces students to theoretical issues regarding translation and interpreting. It provides a coherent and critical understanding of Translation Studies that prepares the student for future postgraduate research at Masters and Doctoral level. On completion of the module the student will be able to carry out an annotated translation, clarifying linguistic, sociolinguistic and cultural problems as endnotes; They will be able to reflect on translation choices and be able to explain</p>	<b>Linguistics and Modern Languages</b>

		<p>these choices in a professional manner. They will also be able to reflect on various theoretical frameworks with which to conceptualise and present own translation or interpreting research in the future. Students will be able to describe and explain the various translation and interpreting issues. They will also gain insight and be able to embark upon independent self-study as preparation for conducting own research.</p>	
<p><b>HTR4804</b> <b>(30 Across all modules)</b></p>	<p><b>Professional Practice</b></p>	<p>This module prepares the students for practical translation. It teaches them on how to translate various documents from the source language to the target language. It also teaches them on how to write a brief, invoice, quotation, a memorandum, etc. It can be said that this module, Professional Practice gives students a chance to carry out an annotated translation, clarifying linguistic, sociolinguistic, and cultural problems as endnotes.</p> <p>The aim of the module is to develop the students' ability to deal with various jobs pertaining to translation especially to insist on a brief if they had been given a translation job to complete. It prepares them to observe ethical issues that can affect the credibility of the translated document. The module also emphasis the norms of translation of which one of them is accuracy. On completion of this module, the students might establish their own translation businesses or advertising their services by registering with other translation agencies.</p>	<p><b>Linguistics and Modern Languages</b></p>
<p><b>LIN3702</b> <b>(30 Across all modules)</b></p>	<p><b>Translation and Editing Techniques</b></p>	<p>This module aims to give students a well-rounded and systematic knowledge base in the professions of translation and editing. It also provides them with a coherent and critical understanding of translation and editing technique. The module also intends to enhance the linguistic skills of the students to enable them to translate and edit texts effectively. Students will also gain insight into professional ethics, translating culture, and basic terminology theory</p> <p>Students who successfully complete this module will be able to analyse texts for translation and editing purposes. They will be able to translate texts using the appropriate translation strategies and techniques. Students will also be able to edit texts using the appropriate editing tools.</p>	<p><b>Linguistics and Modern Languages</b></p>