

PORTFOLIO: VICE PRINCIPAL TEACHING LEARNING COMMUNITY ENGAGEMENT AND STUDENT SUPPORT

**COLLEGE OF AGRICULTURE AND ENVIRONMENTAL SCIENCES
ALL DEPARTMENTS – FOR MODULES NQF 5,6 AND 7
BASED AT FLORIDA CAMPUS**

POSITION: ADJUNCT ACADEMIC(P9)

3-YEAR FIXED-TERM CONTRACT(FULL TIME)

(REF: 03/AA/CAES/2026)

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.

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 at the College of Agriculture and Environmental Sciences:

DEPARTMENT OF GEOGRAPHY

Post-specific Requirements: Master's or PhD in Geography or related field and an undergraduate degree with major in Geography.

DEPARTMENT OF ENVIRONMENTAL SCIENCES

Post-specific Requirements: Master's Degree or preferably PhD in Environmental Sciences/ Environmental Management with an undergraduate in related fields in Natural Sciences.

Master's Degree or preferably PhD in Nature Conservation/Ornamental Horticulture with an undergraduate in related fields in Nature Conservation and Ornamental Horticulture.

DEPARTMENT OF LIFE AND CONSUMER SCIENCES

Post-specific Requirements: Master's Degree or preferably PhD in Clothing and Textile

Post Specific Requirements: Master's Degree or preferably PhD in Hospitality management

Post Specific Requirements: Undergraduate in related Natural Sciences.

Masters' degree but preferably a PhD in the appropriate discipline, majoring in Biology/Botany/ Biochemistry/ Biotechnology or related Life Science disciplines.

DEPARTMENT OF AGRICULTURE AND ANIMAL HEALTH

Post-specific Requirements: Master's or PhD in Animal Health or related discipline, with an undergraduate qualification in Diploma in Animal Health (NQF 6) or BSc in Animal Health (NQF 7) or Advanced Diploma in Animal Health (NQF 7)

Must be registered with the South African Veterinary Council (SAVC)

Valid Code 8 or 10 driver's licence; PDP preferred.

Candidates should have residential and knowledge in the Animal Health sector in one of the following Provinces: **Gauteng, Limpopo, North West, Western Cape, Eastern Cape, Mpumalanga, KwaZulu Natal** (Specific to Agriculture and Animal Health Department ONLY)

Assumption of duty: 01 April 2026

Closing Date: 19 March 2026

Remuneration is on a fixed salary.

College of Agriculture and Animal Health Sciences Module List Link: [CAES Modules with NQF level 5 6 and 7.pdf](#)

Enquiries: **Mr. Mohamed Sultan** application can be forwarded by email to: sultamj@unisa.ac.za

To apply, you need to do the following:

Access the application form on the link provided below. It is compulsory to fill in all your information on the electronic form and submit the supporting documentation via the link.

[College of Agriculture and Environmental Sciences Adjunct Academic Application Form – Fill out form](#)

Please take note of the supporting documentation to be submitted:

- A detailed cover letter indicating suitability for the position.
- An updated detailed, comprehensive Curriculum Vitae.
- Certified copies(within 3 months of issue) of the following documents:
 - All educational qualifications.
 - Identity document; and
 - Proof of SAQA verification of foreign qualifications, where relevant.
 - Proof of registration with a professional body, where applicable.

UNISA is not obliged to fill an advertised position.

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.

