

EMPLOYMENT AGREEMENT

FOR MODERATORS

BETWEEN

POLYTECHNIC OF NAMIBIA

13 Storch Street, Private Bag 13388, Windhoek, NAMIBIA

Tel.: (+264-61) 207-2255, Fax.: (+264-61) 207-2442

E-mail: hr@polytechnic.edu.na

(hereinafter referred to as "THE POLYTECHNIC")

and

Title: _____

Surname: _____

Full Name(s): _____

(hereinafter referred to as "THE EMPLOYEE"), Namibian ID No.: _____

(Passport No.): _____ Country: _____

Date of Birth: _____ Nationality _____

Whose address is given as: Postal: _____

Residential: _____

Telephone Number(s): Work: _____

Home: _____

Cell: _____

Facsimile Number: _____

E-mail: _____

Bank Account Details:

Name of Account Holder: _____

Bank: _____

Branch: _____

Account Number: _____

Type of Account: Cheque Savings Transmission

[Note: This Agreement consists of five pages and must be completed in duplicate; all pages, except page 4, must be initialled by all signatories; use black ink only.]

[Employment Agreement: 01/03/2006]

1. THE EMPLOYEE has the following qualifications (please list the highest and most relevant to the course):

2. THE EMPLOYEE agrees to render the required services in the position of/ or as:

External Moderator for: _____

(course(s))

in the Department *Examinations: Office of the Registrar*

for the period _____ to _____

3. THE EMPLOYEE specifically agrees to execute duties stated below and or as laid down in the attached Job Description (if applicable) of the mentioned position.

- a) *Moderating examination question papers and memoranda.*
- b) *Moderating at least 10% of examination scripts if students numbers are more than 20 or all examination scripts if students numbers are 20 or less.*
- c) *Ensuring that:*
 - (i) *examiners adhere to the examination regulations of the course;*
 - (ii) *questions cover the entire syllabus and are of an acceptable standard;*
 - (iii) *time factor has been considered;*
 - (iv) *the memoranda of model answers are of an acceptable standard in terms of completeness and the way they take account of alternative answers;*
 - (v) *the awarding of marks is fair;*
 - (vi) *a consistent standard has been maintained in the marking of examination scripts;*
 - (vii) *marking was done in accordance with the conventions of the course and/or the instructions on the memorandum of model answers;*
- d) *Reviewing all borderline cases.*

4. THE EMPLOYEE further agrees to execute any other duties, related to and generally flowing from this position as and when requested by his/her supervisor or the Rector.

5. THE EMPLOYEE agrees to adhere to the Statutes and Regulations, the Human Resources Code, directives and departmental rules in force at THE POLYTECHNIC OF NAMIBIA during his/her period of employment.

6. THE EMPLOYEE further agrees to complete the tasks of moderation on or before the deadlines approved by THE POLYTECHNIC. Failure to do so without valid reason may result in penalties being imposed on the employee. THE EMPLOYEE further agrees to be available during the Polytechnic's examination sessions, namely May/June and October/November for 1st and 2nd opportunity examinations.

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7.	The Employer agrees to remunerate the Employee on the following basis in Namibian currency: (To be duly completed by the Human Resources Department only!)					
	<i>For office use:</i> (Post code) (GLA)					
	Specify remuneration (hourly/monthly/annually/contract*): <i>As per approved tariff list for external moderators</i> <i>(Delete whichever is not applicable)</i>					
	Service Rendered for: EXAM SESSION June/November 200...	Tariff per course level/script/	Number of papers/ scripts/	Amount	Check EO	Check SEO
	Setting of question papers and Memoranda (2 hours)	N\$400 (1+2) N\$600 (3+4)				
	Setting of question papers and memoranda (3 hours)	N\$600 (1+2) N\$800 (3+4)				
	Setting of question papers and memoranda (4 hours)	N\$800 (1+2) N\$900 (3+4)				
	Moderation of question papers and memoranda (2 hours)	N\$200 (1+2) N\$300 (3+4)				
	Moderation of question papers and memoranda (3 hours)	N\$300 (1+2) N\$400 (3+4)				
	Moderation of question papers and memoranda (4hours)	N\$400 (1+2) N\$450 (3+4)				
	Marking of scripts	N\$10.00 (2 hours) N\$12.00 (3 hours) N\$15.00 (4 hours)				
	Moderation of scripts	N\$10.00 (2 hours) N\$12.00 (3 hours) N\$15.00 (4 hours)				
	Moderation of continuous assessment (minimum of 64 hours per semester)	N\$900 (1+2) N\$1200 (3+4)				
	Moderation of Research Projects	N\$400-00				
	Invigilation (1hour) (2 hours) (3 hours) (4 hours)	N\$20.00 N\$40.00 N\$60.00 N\$70.00				
	Invigilation: Chief (1hour) (2 hours) (3 hours) (4 hours)	N\$25.00 N\$45.00 N\$65.00 N\$75.00				

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8. This Agreement is not valid unless the signature of the Rector is appended hereto.

9. NOTICE PERIOD

Moderators must give at least three (3) calendar months' notice of the intention to discontinue his/her duties, through the Registrar's office, to the HR Department.

THE POLYTECHNIC or THE EMPLOYEE, as the case may be, may terminate the Employment Agreement without giving notice to the other party, provided that THE POLYTECHNIC or THE EMPLOYEE, as the case may be, shall pay the other party the appropriate remuneration which would have been payable had the required notice been given.

10. Both parties further agree to submit to the Jurisdiction of a Magistrates Court of Namibia in respect of any legal proceeding arising from the provisions of this Agreement.

Signed at _____ on this _____ day of _____ 20_____

EMPLOYEE

WITNESS

DEAN/DIRECTOR/ADMIN. HEAD

_____/_____/20_____
DATE

HUMAN RESOURCES OFFICER

_____/_____/20_____
DATE

MANAGER: HUMAN RESOURCES

_____/_____/20_____
DATE

RECTOR

_____/_____/20_____
DATE

PERSONNEL ADMINISTRATION

_____/_____/20_____
DATE

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NOTES:

(To be placed on Personal File after all relevant signatures have been obtained)

A. GENERAL

1. All signatories to this Agreement must initial each page thereof, except page 4.
2. Job descriptions or addendum of duties must be attached where applicable.
3. THE EMPLOYEE must attach all educational certificate/qualifications and other required personal documents.
4. Should it become known to THE POLYTECHINC that the educational qualifications or personal documents presented by THE EMPLOYEE have been forged, this Agreement shall be terminated with immediate effect and the forgery reported to the relevant authorities. THE EMPLOYER may claim any damage as a result thereof.

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