UNIVERSITY OF SOUTH AFRICA
ONLINE INDEPENDENT CONTRACTORS (E-TUTORS)
COLLEGE OF ACCOUNTING SCIENCES

AUDITING, FINANCIAL ACCOUNTING, MANAGEMENT ACCOUTING AND TAXATION

UNISA is the only publicly funded institution in South Africa dedicated to distance education. In keeping with its mandate as a comprehensive, open and distance learning tertiary institution offering a variety of academic and career-focused programmes, the University is inviting applications for services as Online Tutors (E-tutors) on an independent contract basis.

DUTIES
E-Tutors will have the following duties:
1. Facilitate online delivery of tutorials
2. Manage students' learning experiences online
3. Facilitate students' interactions with their peers online
4. Provide students with academic and technical support online

REQUIREMENTS
Minimum of an Masters ' degree in the subject that you would like to tutor' or a PhD degree in Accounting Sciences
ADDED ADVANTAGE
Registration with a Professional Body (such as SAICA, CIMA, CIA).
COMPETENCIES, SKILLS AND ATTRIBUTES

To be considered as an E-tutor, you must meet the following requirements:
- Ongoing access to Internet connection **at own cost**
- Own copies of software packages that may be required for teaching e.g. Internet browsers, Word processing. Teams,etc.
- Commitment to meeting deadlines and a passion for student-centered learning
- Advanced communication skills and proficiency in English (student communication will mostly be **text based** by email and discussion forums)
- Friendly, patient and sensitive to a diversity of students
- Work on your own time in completing teaching tasks online (e.g. interacting with students on discussion forums, sending emails, etc for a *minimum* of 6 hours a week not exceeding a maximum of 24 hours a month (spread over a few days per week) to a total of 75hrs per semester.
- Willingness to undergo compulsory myunisa training on various aspects of tutoring.

Specific requirements
E-tutoring positions are available in the College of Accounting Sciences in the following department:

AUDITING

- AUE1501 Introduction to Auditing
- AUE2601 Corporate Governance in Accountancy
- AUE2602 Corporate Governance in Accountancy
- AUE3761 The Audit Process

FINANCIAL ACCOUNTING

- FAC1501 Introductory Financial Accounting
- FAC1502 Financial Accounting Principles, Concepts and Procedures

- FAC1503 Financial Accounting Principles for Law Practitioners
- FAC1601 Financial Accounting and Reporting
- FAC1602 Elementary Financial Accounting and Reporting
- FAC2601 Financial Accounting for Companies
- FAC2602 Selected Accounting Standards and Simple Group Structures
- FAC3701 General Financial Reporting
- FAC3702 Distinctive Financial Reporting
- FAC3703 Specific Financial Reporting
- FAC3704 Group Financial Reporting
- FAC3764 International Financial Accounting & Groups

MANAGEMENT ACCOUNTING

- AIN1501 Accounting Information Systems in a Computer Environment
- AIN2601 Practical Accounting Data Processing
- MAC2601 Principles of Management Accounting
- MAC2602 Principles of Strategy, Risk & Financial Management Techniques
- MAC3701 Application of Management Accounting Techniques
- MAC3702 Application of Financial Management Techniques
- MAC3671 Management Accounting III
- AIN3701 Data analytics for accountants
- CAS3701 Capstone module in accounting sciences in financial accounting

TAXATION
- TAX1501 Taxation of Salaried Persons
- TAX2601 Principles of Taxation
- TAX3701 Taxation of Business Activities
- TAX3761 Taxation of business activities and Individuals

To apply, you need to do the supply the following :

- Your application form below must be accompanied by a COMPREHENSIVE CURRICULUM VITAE and;
    - identity document (non-South African applicants may apply with: *passport, work permit, permanent residence permit or proof of nationalisation if applicable. However prescribed policy processes will be followed for appointment*) (certified copies within the previous six months);
    - all educational qualifications (certified copies within the previous six months);
    - academic transcripts/records (certified copies within the previous six months);
    - proof of SAQA verification for foreign qualifications (*if applicable)* (certified copies within the previous six months)
- 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.
- Late, incomplete and incorrect applications will not be considered.
- Unisa is not obliged to fill an advertised position

Assumption of duty: February 2024

Closing Date: 13 October 2023
Monthly Remuneration R 8760.38

General Enquiries: Ms Masegare Phaahla,
CASETUTOR@unisa.ac.za
Tel: (012) 429 8693

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UNISA reserves the right not to make an appointment and correspondence will be limited to short- listed candidates only. If you have not been contacted within 4 months after the closing date of this advertisement, please accept that your application was not successful

APPLICATION AND PERSONAL INFORMATION FORM: E-Tutor

HR-CA

| **SURNAME**[1] | | | Title | |

| **FULL NAMES** | |

College/Faculty		Unisa Learning Centre *(see advert)*	
Academic Department		Position Reference	
Modules *(Max of 3)*	1	2	3	

Race	B ☐ C ☐ I ☐ W ☐	Female ☐ Male ☐	Disability Yes ☐ No ☐
Registered disability	Total ☐ Partial ☐ Mental ☐ Physical ☐ Hearing ☐ Sight ☐
Identification number		Date of birth	
Income tax number	
Country of birth		Nationality	
Are you a South African citizen by birth?	Yes ☐ No ☐ If no indicate the date citizenship was acquired	

Foreign Nationals

Passport no		Country of issue		Expiry date	
Work permit no		Type of permit		Expiry date	
Permanent residence status	Yes ☐ No ☐	Date granted	

Residential address		Postal address	
Postal code		Postal code	

| Telephone numbers | Home | | Work | |
| | Cell | | E-mail *(Compulsory)* | |

Emergency Contact Details	Relationship	Next of kin ☐ Child ☐ Spouse ☐ Friend ☐
Initials & surname		Tel no	
Current Studies		Qualification		Institution	

Qualifications[2]

Year completed	Qualification	Institution

| **Signature** | | | |

For office use:

| Claim System number/Oracle number | |

| Task Number | |

[1] To be completed by incumbent
[2] From highest to lowest