

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

FINANCIAL GOVERNANCE

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
5. Constant liaison with lecturers on tuition matters

REQUIREMENTS

- **CA(SA)**
- **CA (SA) with the Masters 'degree in Accounting Sciences/ PhD degree in Accounting Sciences will be the advantage**

COMPETENCIES, SKILLS AND ATTRIBUTES

To be considered as an E-tutor, you must meet the following requirements:

- Own laptop that has own software packages that may be required for teaching e.g. Internet browsers, MS Package (Excel, PowerPoint, Word, Teams) etc
- Uninterrupted internet access connection **at own cost**
- 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.

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

FINANCIAL GORVENANCE

- CAS4801 Capstone module in accounting sciences in financial accounting

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: March 2024

Closing Date: 26 Jan 2024

Monthly Remuneration R 8760.38

General Enquiries: Ms Masegare Phaahla,
Tel: (012) 429 8693

A single pdf document of the application should be send to CASETUTOR@unisa.ac.za

UNISA reserves the right to authenticate all qualifications without any further consent from the applicant. Late, incomplete and incorrect applications will not be considered.

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.

SURNAME¹												Title							
FULL NAMES																			
College/Faculty		Unisa Learning Centre <i>(see advert)</i>																	
Academic Department								Position Reference											
Modules (Max of 3)		1		2		3													
Race				B <input type="checkbox"/>		C <input type="checkbox"/>		I <input type="checkbox"/>		W <input type="checkbox"/>		Female <input type="checkbox"/>		Male <input type="checkbox"/>		Disability Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Registered disability				Total <input type="checkbox"/>		Partial <input type="checkbox"/>		Mental <input type="checkbox"/>		Physical <input type="checkbox"/>		Hearing <input type="checkbox"/>		Sight <input type="checkbox"/>					
Identification number												Date of birth							
Income tax number																			
Country of birth												Nationality							
Are you a South African citizen by birth?				Yes <input type="checkbox"/>		No <input type="checkbox"/>		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 <input type="checkbox"/>		No <input type="checkbox"/>		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							
Qualifications²																			
Year completed				Qualification						Institution									
Signature																			

For office use:

Claim System number/Oracle number										
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Task Number										
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¹ To be completed by incumbent

² From highest to lowest