

**UNIVERSITY OF SOUTH AFRICA  
INDEPENDENT CONTRACTORS (FACE-FACE-TUTORS)**

**COLLEGE OF ACCOUNTING SCIENCE**

**Purpose:** The purpose of the job is to facilitate learning at a UNISA Regional Centre; through hybrid model ( Ms Teams and or face-to-face ) and/or video conferencing tutorials; on Saturdays and/or weekday evenings in the subjects identified.

**Duties :**

**Face-to-Face Tutors will have the following duties:**

1. Training for effective tutoring through hybrid model (MS Teams and or face-to-face )
2. Preparation for tutoring through hybrid model (MS Teams and or face-to-face)
3. Facilitation of learning through hybrid model (MS Teams and or Face-to-face )
4. Feedback to the teaching team

**Specific requirements**

- NQF 5 , 6 & 7 modules – Must have a Masters Degree in Accounting Sciences **OR** PhD in Accounting Sciences **OR** CA(SA)/CIMA/Relevant specialized professional body registration

**Face to face tutor positions are available in the following College of Accounting Science:**

<b>College</b>	<b>Module</b>
CAS	FAC1501
CAS	FAC1502
CAS	FAC1503
CAS	FAC1601
CAS	FAC1602
CAS	FAC2601
CAS	FAC2602
CAS	FAC3704
CAS	FAC3703
CAS	FAC3702
CAS	AIN1501
CAS	AIN2601
CAS	MAC1501

CAS	MAC2601
CAS	MAC2602
CAS	MAC3701
CAS	MAC3702
CAS	MAC3761
CAS	MAC3703
CAS	AUE2601
CAS	AUE1501
CAS	AUE3761
CAS	AUI3702
CAS	TAX1501
CAS	TAX3701
CAS	TAX3761
CAS	FAC3764

*Appointments will be made in accordance with Unisa's Employment Equity Plan.*

We welcome applications from Persons with Disabilities



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

- 1) **Send your combined documents and form to CASE-F2F@UNISA.AC.ZA**
- 2) You are required to attach scanned certified copies (certified within the previous six months) of the following documents:
  - 4.1 Certified copy (within the previous six months) of highest educational qualification
  - 4.2 Certified copy (within the previous six months) of academic transcript
  - 4.3 Certified copy (within the previous six months) of your identity document/passport
  - 4.4 Certified copy (within the previous six months) of your valid permit (foreign applicants)
  - 4.5 Certified copy (within the previous six months) of SAQA verification of foreign qualifications (if applicable)

**and;**

- 4.6 A comprehensive curriculum vitae

The Unisa Regional Learning Centres at which these modules are advertised are listed at the website: <http://www.unisa.ac.za/>

**Closing Date: 10 JANUARY 2023**

**Enquiries:** Ms Suzan Phaahla [CASE-F2F@UNISA.AC.ZA](mailto:CASE-F2F@UNISA.AC.ZA) 012 429 8693

**Assumption of duty:** February 2023, pending sufficient enrolment of students.

**Remuneration: R372.45. per hour**

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 2 months after the closing date of this advertisement, please accept that your application was not successful

<b>SURNAME<sup>1</sup></b>				Title			
<b>FULL NAMES</b>							
College/Faculty		Unisa Learning Centre <i>(see advert)</i>					
Academic Department			Position Reference				
<b>Modules (Max of 3)</b>		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"/>
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			
<b>Foreign Nationals</b>							
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 <i>(Compulsory)</i>			
<b>Emergency Contact Details</b>		Relationship	Next of kin	Child	Spouse	Friend	
Initials & surname				Tel no			
Current Studies		Qualification		Institution			
<b>Qualifications<sup>2</sup></b>							
<b>Year completed</b>		<b>Qualification</b>				<b>Institution</b>	
<b>Signature</b>							

**For office use:**

Claim System number/Oracle number	
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Task Number	
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<sup>1</sup> To be completed by incumbent  
<sup>2</sup> From highest to lowest