

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

AUDITING, FINANCIAL ACCOUNTING, MANAGEMENT ACCOUNTING 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

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

COMPETENCIES, SKILLS AND ATTRIBUTES

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

- Advanced computer and Internet skills i.e. no training will be provided in using software packages, Internet sites or email
- 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
- Ability to work with diverse students
- Willingness to undergo training on various aspects of tutoring.
- Teaching/tutoring experience will be an advantage

As an Independent Contractor you will:

- **Not be regarded as an employee of Unisa**
- Not be a Unisa Fixed Term or Permanent staff member
- Not be entitled to any benefits such as medical, office space, equipment, leave (including sick leave), etc in terms of the UNISA's conditions of service.
- Provide your own infrastructure i.e. your own computer, your own Internet access and any other office-related equipment.
- Not be based at a Unisa campus or any location linked to the University.
- 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.
- 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 etc.

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
- CAS3701 Capstone module in accounting sciences in financial accounting

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

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 supply the following:

Send your combined documents and form to CASETUTOR@UNISA.AC.ZA

- 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. **NB Please send the single pdf**
 - Unisa is not obliged to fill an advertised position

Assumption of duty: February 2023

Closing Date: 10 January 2023

Enquiries : Ms Suzan Phaahla, Tel: (012) 429 8693

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 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 <i>(Max of 3)</i>		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			
Foreign Nationals							
Passport no				Country of issue			
Work permit no				Type of permit			
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>	
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