UNISA | university of south africa

UNIVERSITY OF SOUTH AFRICA
ONLINE INDEPENDENT CONTRACTORS (E-TUTORS)
COLLEGE OF ECONOMIC AND MANAGEMENT SCIENCES
SCHOOL OF ECONOMIC AND FINANCIAL SCIENCES
(Ref.DTjika.etutorCEMS/DEC 2023)

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

General requirements:
Experience with teaching in an ODeL environment.
Qualifications as per specific requirements are determined by the College on the Unisa website.

E-Tutors will have the following duties:

- To deliver the content and the Pedagogy of the Subject.
- Provide students with online academic and technical support.
- Facilitate online delivery of tutorials.
- Manage students' online learning experiences.
- Facilitate students' online interactions with their peers.

REQUIREMENTS:

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

- Not be a Unisa Fixed Term or Permanent staff member.
- Ongoing access to an Internet connection at your own cost.
- Own copies of software packages that may be required for teaching e.g. Internet browsers, word processing etc.
- Only applicants with the relevant qualifications will be considered**.**
- Please do not apply If you are currently appointed as a Unisa e-tutor or Teaching Assistant.

SKILLS REQUIRED:

- Advanced computer and Internet skills i.e. no training will be provided in using software packages, Internet sites or emails.
- Advanced communication skills and proficiency in English (students communication will mostly be text based via my Unisa and discussion forums).
- Commitment to meeting deadlines and a passion for student-centred learning.
- Friendly, patient and sensitive to a diversity of students.

As an Independent Contractor you will:

- Not be regarded as an employee of Unisa.
- Not be entitled to any benefits such as medical aid, office space, equipment, leave (including sick leave), in terms of the UNISA conditions of service.

- Be expected to provide your own infrastructure i.e. your own computer, your own Internet access, workspace and any other office-related equipment.
- Work in your own time in completing online teaching tasks to a total of five days in a week (a minimum of an hour per day) (excluding marking).

E-tutoring positions are available in the College of Economic and Management Sciences in the following Department:

Decision Sciences

Modules:

BNU1501	Basic Numeracy
QMI1500	Elementary Quantitative Methods
DSC1520	Quantitative Modelling I
DSC1630	Introductory Financial Mathematics
DSC2602	Rational Decision Making
DSC2604	Financial Modelling
DSC2605	Linear Mathematical Programming
DSC2606	Nonlinear Mathematical Programming
DSC3702	Optimisation of Resources
DSC3703	Simulation
DSC3704	Models for Strategic Decision-making
DSC3705	Financial Risk Modelling
DSC3706	Selected Topics for Operations Research
DSC3707	Mathematical Modelling II

Specific Requirements:

1. Any relevant Masters or Doctoral Degree (NQF10 qualification) with preceding qualifications including modules in the following fields: Applied Mathematics, Computer Science, Data Science, Engineering, Mathematics, Operations Research, Physics, Quantitative Management, Statistics, or any relevant field.
2. Shortlisted candidates will be required to write a module assessment for the designated module.

Economics

Modules:

ECS1500	Economics
ECS1501	Microeconomics
ECS1601	Macroeconomics
ECS2601	Microeconomics-2
ECS2602	Macroeconomics-2
ECS2603	Economics Indicators
ECS2604	Labour Economics
ECS2605	The South African Economics system
ECS2606	Environmental Economics
ECS3701	Monetary Economics
ECS3703	International Finance
ECS3706	Econometrics
ECS3707	Development Economics

Specific Requirements:

1. Masters degree (M.Com) / Doctoral Degree in Economics with an average of 60%
2. Shortlisted candidates will be required to write a selection test for the designated module.
3. The ratio of e-Tutors of 1 Tutor to 400 students

Finance, Risk Management, and Banking

Modules:

BAN1501	Banking: Introduction
BAN1502	Banking: Fundamental principles
CRM1501	Credit Management l
FIN2601	Financial Management
FIN2602	Personal Financial Management
FIN2603	Finance for Non-Financial Managers
FIN3701	Financial Management
FIN3702	Working capital Management
FIN3703	Treasury Management
FIN3704	Applied Financial Management
INV2601	Fundamentals of Investment
INV3701	Equity Asset Valuation
ISR1501	Personal Insurance Products and Practices
ISR1502	Commercial Insurance Products and Practices
ISR3701	Non-Life Insurance
ISR3702	Life Insurance
RSK1501	Risk Management for Bankers
RSK2601	Enterprise Risk Management
RSK2602	Fundamentals of Operational & Financial Risk

Specific Requirements:

1. Any relevant Masters and Doctoral Degree (NQF10 qualification) with preceding qualifications including modules in the following fields: Finance, Investments, Risk Management and Insurance, or any relevant field.
2. Shortlisted candidates will be required to write a module assessment for the designated module.

	APPLICATION FORM	**HR-CA**
UNISA *university of south africa*	*E-Tutors*	

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.

To apply, you need to do the following:

1) Complete the form below (see the last page)
2) Attach scanned certified copies of the following documents:
   o certified copy (within the previous three months) of highest educational qualification.
   o certified copy (within the previous three months) of academic transcript.
   o certified copy (within the previous three months) of your identity document/passport.
   o certified copy (within the previous three months) of your valid permit (foreign applicants).
   o certified copy (within the previous three months) of SAQA verification of foreign qualifications (if applicable)
3) Comprehensive curriculum vitae.
4) **NB;The required documents should be submitted as a single file (one attachment) to the email provided**.
5) **NB: Merge and name attached .**

Gross Remuneration: R8 043.75

Closing Date: 03 January 2023 (Application must be emailed before the close of business at 16:00)

General Enquiries: Mr MD Tjikana: Tel: (012) 481 2913
Applications should be emailed to: CASE-F2F@unisa.ac.za

Assumption of duty: The shortlisted candidates will have to undergo a tutor development programme. Completion of the prescribed training on various aspects of tutoring is compulsory. Appointments will only be finalised and activated after the successful completion of online training.

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

APPLICATION FORM

TEACHING ASSISTANT

HR-CA

SURNAME[1]				Title	
FULL NAMES					

College		Department *(see advert)*			
Modules: **Max of 3**				Tel no	

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	

Foreigner

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		Fax	
	Cell		email address	

Emergency Contact Details	Relationship	Next of kin	Child	Spouse	Friend
Initials & surname			Tel no		
Are you currently a registered UNISA student?	Yes ☐ No ☐	Student no			

Qualifications[2]

Year completed	Qualification	Institution

Signature	

For office use:

Claim System number/Oracle number	

Task Number	

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