

UNIVERSITY OF SOUTH AFRICA
ONLINE INDEPENDENT CONTRACTORS (E-TUTORS)
COLLEGE OF SCIENCE, ENGINEERING AND TECHNOLOGY
(Ref: Independent ContraAllColl/E-Tutor 2024)

UNISA is the only publicly funded institution in South Africa dedicated to open and 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.

General requirements:

- Masters' Degree but preferably a PhD Qualification.
- A qualification as per specific requirements determined by the College on the Unisa website.
- Ability to work with diverse students.
- Willingness to undergo training on various aspects of tutoring.

E-Tutors will have the following duties:

- Facilitate online delivery of tutorials
- Manage students' online learning experiences
- Facilitate students' online interactions with their peers
- Provide students with online academic and technical support

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, work space and any other office-related equipment
- Work in your own time in completing online teaching tasks to a total of 75hrs per semester (excluding marking)
- You may also be required to mark students' assignments and examinations. If this is the case, this will be specified in an independent task agreement with its own remuneration

E-tutoring positions are available in the College of Science Engineering and Technology in the following Departments:

SCHOOL OF COMPUTING

COS1501-Theoretical Computer Science
COS1511- Introduction to Programming
COS1512- Introduction to Programming
COS2611- Programming: Data Structures
COS2614- Programming: Contemporary Concepts
COS2661- Formal Logic
COS3701- Theoretical Computer Science
COS3721- Operating Systems and Architecture
COS3761- Formal Logic
COS 3711-Introduction to Programming 1
COS3712 - Computer Graphics
EUC1501- (EUC131T): End-User Computing (Theory)
ICT1512-Introduction to Interactive Programming

ICT1513-Introduction to Web Design
ICT2622- Object-Oriented Analysis
ICT1511- Introduction to Programming
ICT2621- Structured Systems Analysis and Design
ICT2622- Object-Oriented Analysis
ICT2631- Operating Systems Practice
ICT2621- Business Informatics 2A
ICT1531- Workstation Technical Skills
ICT2642- Business Informatics 2B
ICT1532- Network Technical Skills
ICT3715- ICT Software Project
ICT1541- Business Informatics I

INFORMATION SYSTEM

INF1505 - Introduction to Business Information Systems
INF2603: Databases I
INF1511: Visual Programming 1
INF2611: Visual Programming II
INF1520: Human-Computer Interaction I
INF3703: Databases II
INF3708: Software Project Management - Overlap with Software Project Management (ITS4725)
INF3705: Advanced Systems Development
INF3707: Database Design and Implementation
INF3720: Human-Computer Interaction II

SCHOOL OF ENGINEERING

MECHANICAL ENGINEERING

THT3701 APPLIED THERMODYNAMICS AND HEAT TRANSFER

CIVIL ENGINEERING

WTE1501- WATER ENGINEERING I
WTE2602- WATER ENGINEERING II
CDW2602- CIVIL ENGINEERING DRAWING II
WRM3701- WATER INFRASTRUCTURE AND RESOURCE MANAGEMENT
SAN3701-STRUCTURAL ANALYSIS IV (A)

INDUSTRIAL ENGINEERING

ISM3701- INDUSTRIAL SUPPLY CHAIN MANAGEMENT
SIE3701- SYSTEM DYNAMICS
IES2601- INDUSTRIAL ENGINEERING STATISTICS

ELECTRICAL ENGINEERING

EEA1501- ELECTRICAL ENGINEERING 1
DSY2602- DIGITAL SYSTEMS II
EEA2601- ELECTRICAL ENGINEERING II
EEA2601- ELECTRICAL ENGINEERING II
ECD1501- ELECTRICAL COMPUTER AIDED DESIGN (CAD) 2D

EEP3701- POWER ELECTRONICS
PWE4801- POWER ELECTRONICS A
PWE4802- POWER ELECTRONICS B

CHEMICAL ENGINEERING

CEF1501- CHEMICAL ENGINEERING FUNDAMENTALS

Gross Remuneration: R 8760.38 Per months

Closing date : 25 September 2023

The application must be forwarded to this Email address: CSETETUTOR@unisa.ac.za

To apply: go on the following link:<http://www.unisa.ac.za/vacancies-new/>

- Your application form 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
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- Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation

General Enquiries: Mr. Emanuel Mashimbye Tel: (011) 471 3678 / 078 050 1050

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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

Assumption of duty February or July 2024 Completion of the prescribed online training is compulsory. Appointments will only be finalised and activated after the successful completion of the prescribed online training.



APPLICATION AND PERSONAL INFORMATION FORM: **E-Tutors**

HR-CA

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		C		I		W		Female		Male		Disability		Yes <input type="checkbox"/>		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 <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																			
Task Number																			

