

**UNIVERSITY OF SOUTH AFRICA
ONLINE INDEPENDENT CONTRACTORS (E-TUTORS)
COLLEGE OF AGRICULTURE AND ENVIRONMENTAL SCIENCES
(Ref. eTUTOR/CAES/Dec2022)**

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 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.

E-Tutors will have the following duties:

- 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 Internet connection at your own cost.
- Minimum of Masters' degree but preferably a PhD in the appropriate discipline
- Own copies of software packages that may be required for teaching e.g., Internet browsers, word processing etc.

SKILLS REQUIRED:

- Advanced computer and Internet skills i.e., no training will be provided in using software packages, Internet sites or email
- Advanced communication skills and proficiency in English (student communication will mostly be text based via myUnisa and discussion forums).
- Commitment to meeting deadlines and a passion for student-centered 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 75hrs per semester (excluding marking)

E-tutoring positions are available in the College of Agriculture and Environmental Sciences in the following Departments:

GEOGRAPHY

Post Specific Requirements for Geography modules: Undergraduate Geography & Geography Masters' degree but preferably a PhD in the appropriate discipline

- **GGH1502** - World Issues: A Geographical Perspective
- **GGH1503** - Our Living Earth
- **GGH2601** - The African Challenge: People and Environment
- **GGH2602** - The Geography of Services Provision
- **GGH2604** - People and the Environment
- **GGH2605** – Environmental Politics
- **GGH2606** - Geography of Tourism
- **GGH3701** - State of the Environment in Southern Africa
- **GGH3702** – Spatial Economic Development
- **GGH3703** – Introduction to Geographical Information Systems
- **GGH3704** – Development of Urban Space
- **GGH3705** – Assessing Environmental Impacts

ENVIRONMENTAL SCIENCES

Post Specific Requirements for below Nature Conservation modules: Masters' degree but preferably a PhD in the appropriate discipline

- **CVM2601** – Conservation Resource Management II
- **CVM3701** – Conservation Resource Management III
- **CEC3701** – Conservation Ecology III
- **PSO3701** – Plant Studies III

LIFE AND CONSUMER SCIENCES

Post Specific Requirements for Biology, Botany and Zoology modules: Undergraduate Biology or a combination of Botany and Zoology, with Masters' degree but preferably a PhD in the appropriate discipline, majoring in Biology/Botany/Zoology/Biochemistry, Microbiology/Cell Biology.

- **BOT2601** - Plant anatomy, structure & function
- **BLG1502** – Animal and Plant Diversity

Post Specific Requirements for Food and Nutrition modules:

Nutrition/Dietetics/Hospitality/Consumer Sciences (*within a nutrition stream*) Masters' degree but preferably a PhD in the appropriate discipline

- **NUT1501** - Introduction to Nutrition and Energy Yielding Nutrients

AGRICULTURE AND ANIMAL HEALTH

Post Specific Requirements for the module below: Masters' degree but preferably a PhD in the appropriate discipline

- **EPD2601** – Epidemiology AH-I
- **EMG3701** – Horticulture Resource Management-II

Only applicants with the relevant qualification or higher qualification will be considered. Preference will be given to candidates with exceptional academic performance or specific expertise in the module applied for.

If you are already appointed for the E-Tutor /Teaching Assistant position, please do not apply again

To apply, you need to do the following:

- 1) Complete the form below
- 2) Attach scanned certified copies of the following documents:
 - certified copy (within the previous three months) of highest educational qualification.
 - certified copy (within the previous three months) of academic transcript.
 - certified copy (within the previous three months) of your identity document/passport.
 - certified copy (within the previous three months) of your valid permit (foreign applicants).
 - certified copy (within the previous three months) of SAQA verification of foreign qualifications (if applicable)
- 3) Comprehensive curriculum vitae.

Gross Remuneration: R 8380.12 per month

Closing Date: 30 December 2022

General Enquiries: Mr. M Sultan Beg: Tel: (011) 670 9782

Applications should be emailed to CAESTutorials@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.**

Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.

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.

We welcome applications from persons with disabilities





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

HR-CA

SURNAME¹						Title																		
FULL NAMES																								
College/Faculty																								
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																								
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:

¹ To be completed by incumbent

² From highest to lowest