



**UNIVERSITY OF SOUTH AFRICA
COLLEGE OF HUMAN SCIENCES
INDEPENDENT CONTRACTORS: FACE-TO-FACE TUTOR POSITIONS 2023**

Purpose: The purpose of the position is to facilitate learning at a UNISA Regional Centre; through face-to-face and/or videoconferencing tutorials; on Saturdays and/or weekday evenings in the subjects identified. Various tutor vacancies are available at the following UNISA Regional Centres:

East London, Port Elizabeth, Mthatha, Parow, George, Durban, Newcastle, Pietermaritzburg, Richards Bay, Mbizana, Johannesburg, Florida, Pretoria, Ekurhuleni, Vaal, Polokwane, Giyani, Makhado, Lephalale, Bloemfontein, Kroonstad, Mahikeng, Rustenburg, Kimberley, Qwaqwa, Kuruman, Upington Potchefstroom, Middelburg, Nelspruit.

General requirements:

- Attendance of training events on various aspects of tutoring is compulsory in the regional offices.
- Minimum of Masters degree but preferably a PhD in the subject that you are applying for.
- Advanced communication skills and proficiency in English.
- Commitment to meeting deadlines and a passion for student-centred learning.
- Friendly, patient, and sensitive to a diversity of students.

Recommendation

- Own transport is recommended.
- Teaching/tutoring experience will be an advantage.
- Ability to work with diverse 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, or leave (including sick leave), in terms of the UNISA conditions of service.
- Be required to work for 15 hours per module per semester and 30 hours for year modules (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 remuneration.

Face-to-face positions are available in the College of Human Sciences:

SCHOOL OF ARTS

DEPARTMENT OF AFRIKAANS & THEORY OF LITERATURE

Post specific requirements for Afrikaans Linguistics modules: A minimum of a Master's degree in Afrikaans Linguistics. Advanced communication skills and proficiency in Afrikaans and English.

- AFK1501 Voetspore: Op reis deur die Afrikaanse letterkunde

DEPARTMENT OF INFORMATION SCIENCE

Post Specific Requirements: A minimum Masters degree in Information Science, Knowledge Management or Archives and Records Management.

- INS1502 Developing Information Skills for Lifelong Learning

DEPARTMENT OF COMMUNICATION SCIENCE

Post Specific Requirements: A minimum Masters degree in Communication Science, Media Studies, Corporate or Organisational Communication or Public Relations

- COM2602 Integrated Organisational Communication

SCHOOL OF SOCIAL SCIENCES

DEPARTMENT OF DEVELOPMENT STUDIES

Post Specific Requirements: A minimum Masters degree in Development Studies, Project Management or Community Development

- DVA2601 Projects and Programmes as Instruments of Development

Closing Date: 01 November 2023

Assumption of duty: February 2024

To apply, you need to do the following:

- 1) Complete the form below, please click on the link: <https://forms.office.com/r/kejj2CQ6YC>
- 2) Attach scanned certified copies of the following documents:
 - certified copy (within the previous six months) of your highest educational qualification
 - certified copy (within the previous six months) of your academic transcript
 - certified copy (within the previous six months) of your identity document/passport
 - certified copy (within the previous six months) of your valid permit (foreign applicants)
 - certified copy (within the previous six months) of SAQA verification of foreign qualifications (if applicable) **and**;
- 3) Comprehensive curriculum vitae.

General Enquiries: Mr. David Mulaudzi: Tel (012) 429 2741 or
Mr. Mohamed Sultan Beg: Tel (011) 670 9782

Documents must be attached to one email and sent via email to: CHS-F2F@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.