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

UNISA is the only publicly funded university in South Africa dedicated to 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 applications for services as Online Tutors (E-tutors) on an independent contract basis.

DUTIES
E-Tutors will have the following online duties:
- Facilitate delivery of tutorials.
- Manage students' learning experiences.
- Facilitate students' interactions with their peers.
- Provide students with academic and technical support.

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.**
- **Master's degree but preferably a PHD in the respective 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, except for the Unisa-specific online packages such as myUnisa.
- 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-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), etc. in terms of 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, 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.
- Report to the primary lecturer on a regular basis.

E-tutoring positions are available in the College of Human Sciences:

SCHOOL OF ARTS

DEPARTMENT OF AFRIKAANS & THEORY OF LITERATURE

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

- AFK1502   Inleiding tot teksontwerp in Afrikaans
- AFK1503   Afrikaans Vandag: Taalkunde en skriftelike kommunikasie
- AFK1505   Afrikaans vir beginners
- AFK2602   Afrikaanse grammatika
- AFK2603   Afrikaanse Grammatika vir eerste addisionele sprekers
- TEX2601   Writing Skills for the communication industry.

2. Post specific requirements for <u>Afrikaans Literature modules</u>: A minimum of a Master's degree in Afrikaans Literature. Advanced communication skills and proficiency in Afrikaans and English

- AFK1501   Voetspore: Op reis deur die Afrikaanse letterkunde
- AFK1506   Ontdek die Afrikaanse letterkunde
- AFK2601   Genre and tema
- AFK2604   Storiewêrelde en/in genrefiksie

DEPARTMENT OF AFRICAN LANGUAGES

- AFL1502   African Language & Culture in Practice
- AFL1503   Language and Communication Skills Acquisition in an African Language
- AFL2601   Communication Dynamics in African Languages
- AFL2602   Understanding African Management Practices as Reflected Languages Literature and Texts
- AFL2603   Literature and Society: A Perspective on African Languages

DEPARTMENT OF INFORMATION SCIENCE

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

- AIS1501   Introducing Applied Information Science
- AIS1503   Introducing Information Records and Sources
- AIS1601   Using the Internet as a Reference Tool
- AIS2601   Bibliographic Control, Basic Descriptive Cataloguing and Classification
- INS1501   Introduction to Information Science
- INS1502   Developing Information Skills to Lifelong Learning
- INS2602   Learning How to Provide Reference Services
- ARM1501   Introducing Archives and Records Management
- ARM1502   Managing Records
- ARM1503   Managing Archives
- ARM1505   Electronic Records Management

DEPARTMENT OF COMMUNICATION SCIENCE

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

- DPR1501   Introduction to Communication
- DPR1502   Communication in the Organization
- DPR1503   Introduction to Public Relations
- DPR1504   Stakeholder Relationships
- DPR1505   The Public Relations Programme
- DPR1506   Writing for Public Relations
- DPR1507   Understanding the Media
- DPR2601   Public Relations Research
- DPR2602   Communication Theory
- DPR2603   Organisational Dynamics
- DPR2604   Communicating in a Global Context
- DPR2605   The Applied Public Relations ll
- DPR2606   Writing for Public Relations ll
- DPR2612   Media Liaison
- DPR2613   Image and Identity
- CBC1501   Communication in Business Context
- COM1501   Fundamentals of Communication
- COM1502   Communication Contexts and Applications
- COM2601   Organisational-Communication
- COM2602   Integrated Organisational Communication
- COM2603   Intercultural Development and Health Communication
- COM2604   Media Studies: Mass Communication and Media Theory

DEPARTMENT OF ENGLISH STUDIES

Post Specific Requirements: A minimum of Master's degree with a major in English.

- ENN1501   Foundations in English literacy Studies
- ENN1502   Foundation in Applied English Language Studies
- ENG1503   Academic Language and Literacy in English
- ENN1504   Practicing Workplace English
- ENG2601   Applied English Language Studies: Further Explorations
- ENG2602   Genres in literature Theory, Style and Poetics
- ENG2603   Colonial and Postcolonial African Literatures
- ENG2604   Creative writing for Public Relations
- ENG2611   Applied English Language for Foundation and Intermediate Phase First Additional Language
- ENG2612   Applied English Language for Foundation and Intermediate Phase Home Language
- ENG2613   Applied English Literature for Intermediate Phase First Additional Language
- ENG2614   Applied English Literature for Intermediate Phase Home Language
- ENG1511   Applied English Language for Foundation and Intermediate Phases –Home Language
- ENG1514   Applied English Language for Foundation Phase First Additional Language
- ENG1515   Applied English Language for Foundation and Intermediate Phases: Home Language
- ENG1516   Applied English Literature Foundation Phase First Additional Language
- ENG1517   Applied English Literature for Foundation Phase: Home Language

SCHOOL OF SOCIAL SCIENCES

DEPARTMENT OF POLITICAL SCIENCE

Post Specific Requirements: An undergraduate qualification (Bachelor's degree) in either Political Science or in African Politics, International Politics or Politics, depending on the module(s) you apply for. In addition, a Master's or Doctoral degree in either Political Sciences or in African Politics, International Politics or Politics. Subject-specific knowledge of the module(s) for which you apply.

- APC1501   Political Evolution of the African State
- APC1502   The Politics of Contemporary Africa
- APC2602   Political Economy of Africa
- IPC1502   South Africa in International Politics
- IPC2602   International Political Dynamics
- PLC1501   Politics as Social Activity
- PLC1502   Understanding the State
- PLC2601   Understanding Political Behaviour and Participation
- PLC2602   Politics and Public Policy
- PSC2601   South African Politics

DEPARTMENT OF PSYCHOLOGY

Post Specific Requirements: Master's degree or preferably PhD in Psychology.

- PYC2601   Personality Theories
- PYC2602   Child and Adolescent Development
- PYC2603   Adulthood and Maturity
- PYC2614   Community psychology: Building foundations.

SCHOOL OF HUMANITIES

DEPARTMENT OF HISTORY

Post Specific Requirements: Master's Degree or PhD in History/Historical and Heritage Studies. Knowledge and understanding of the content covered in the modules. Knowledge and understanding of History teaching strategies and History teaching experience will be an added advantage.

- HSY2602   Early State Formation, Slavery and Colonial Conquest in Africa
- HSY1512   Southern Africa Until the Early 1800s: Encounters and Transformations
- HSY2603   Transformation in Southern Africa in the 19th Century: Colonisation, Migration, Mining and War
- HSY1511   Africa in the World: Historical Perspectives
- HSY2601   Themes in the 19th Century History: Power and the Western World

To apply, you need to do the following:

1) Complete the form below, please click on the link: https://forms.office.com/r/Yf0ez8HdsC

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 <u>foreign qualifications</u> (*if applicable*) **and***;*
3) Comprehensive curriculum vitae.

Gross Remuneration: R8760.38 per month

Assumption of duty: Recommended tutors will have to undergo online training through Unisa's Centre for Professional Development. Contracting will only be finalised and activated after the successful completion of the online training. Allocation of students to e-tutors only occurs during the tuition period of fifteen (15) weeks per semester for all semester modules and thirty (30) weeks for year modules.

Closing Date: 8th September 2023

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: chstutorials@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