

**UNIVERSITY OF SOUTH AFRICA**  
**ONLINE INDEPENDENT CONTRACTORS (E-TUTORS)**  
**COLLEGE OF SCIENCE, ENGINEERING AND TECHNOLOGY**  
*(Ref: Independent ContraAllColl/E-Tutor 2023)*

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 1  
COS1511: Introduction to Programming 1  
COS1512: Introduction to Programming 2  
COS1521: Computer Systems: Fundamental Concepts  
COS2601: Theoretical Computer Science 2  
COS2611: Programming: Data Structures  
COS2614: Programming: Contemporary Concepts  
COS2661: Formal Logic 2  
COS3701: Theoretical Computer Science 3  
COS3721: Operating Systems and Architecture  
COS3761: Formal Logic 3  
EUC1501 (EUC131T): End-User Computing (Theory)  
ICT1512: Introduction to Interactive Programming

ICT1513: Introduction to Web Design

ICT2622: Object-Oriented Analysis

## **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**

CMT4801: MATERIALS AND CONSTRUCTION OF DAMS

SPP3701: SEPARATION PRINCIPLES I 11B

DRC1501: CHEMICAL ENGINEERING 1A

PRC3601: PROCESS CONTROL

CVE1501: CIVIL ENGINEERING MANAGEMENT

MTC1501: MANUFACTURING TECHNOLOGY I

MEN3701: MAINTENANCE ENGINEERING III

MME2601: MECHANICAL MANUFACTURING ENGINEERING II (THEORY)

EDW1501: ENGINEERING DRAWING I

TPG3700 : TRANSPORTATION ENGINEERING, PAVEMENT & GEOMETRIC DESIGN

TDY2601: THERMODYNAMICS I

MEG101T: MAINTENANCE ENGINEERING I

DYN3701: DYNAMICS

MTC2602: MANUFACTURING TECHNOLOGY II

THD2601: THERMODYNAMICS II (THEORY)

DIG2601: DIGITAL SYSTEMS II (THEORY)

SUR1501: SURVEYING THEORY AND PRACTICAL

MCL1501: MANAGEMENT CIVIL I

DIG2601: DIGITAL SYSTEMS II (THEORY)

FIM3701: CIVIL ENGINEERING FINANCIAL MANAGEMENT

CMT2601: CONSTRUCTION METHODS

GSM1501: GEOLOGY AND SOIL MECHANICS

DRW2601: DRAWING II

EDW1501: ENGINEERING DRAWING I

SAN3601: STRUCTURAL ANALYSIS III

CMT3700 : CONSTRUCTION MATERIALS IV

CPD3601 : CHEMICAL PROCESS DESIGN: PRINCIPLES III

PSE1501 : PROCESS SAFETY AND ENVIRONMENTAL ENGINEERING

TRP2601 : TRANSPORT PHENOMENA I

## SCHOOL OF SCIENCE

### CHEMISTRY

CHE1505 (Introductory Chemistry B)  
CHE1501 (General Chemistry 1A)  
CHE1502 (General Chemistry 1B)  
CHE181T (Chemistry 1)

### Mathematical Sciences

MAT1501 (Fundamental Mathematics)  
MAT2691 (Engineering Mathematics 11)  
MAT1581 (Engineering Mathematics 1)  
APM1514 (Mathematical Modelling)  
MAT2611 (Linear Algebra 2)  
MAT1511 (Precalculus Mathematics B)  
MAT1512 (Calculus A)  
MAT1503 (Linear Algebra 1)  
MAT1613 (Calculus B)

### Physics

PHY1501 (Elementary Mechanics)  
SCN1501 (Engineering Science)  
PHY1508 (Introductory Physics B)  
PHY1507 (Introductory Physics A)  
PHY1505 (Physics Mechanics)  
PHY1604 (Modern Physics)

### Statistics

STA1501 (Descriptive Statistics and Probability)  
STA1504 (Basic Statistics for Experimental Sciences)  
STA1510 (Basic Statistics)  
STA1502 (Statistical Inference 1)  
STA1610 (Introduction to Statistics)  
STA1503 (Distribution Theory 1)

**Gross Remuneration: R 8380.12 per month**

**Closing date : 03 January 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
  
- *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 / Cell: 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

We welcome applications from persons with disabilities





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

**HR-CA**

<b>SURNAME<sup>1</sup></b>												Title							
<b>FULL NAMES</b>																			
College/Faculty		Unisa Learning Centre <i>(see advert)</i>																	
Academic Department		Position Reference																	
Modules <i>(Max of 3)</i>		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													
<b>Foreign Nationals</b>																			
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						Postal code													
Telephone numbers		Home								Work									
		Cell								E-mail <i>(Compulsory)</i>									
<b>Emergency Contact Details</b>		<b>Relationship</b>		Next of kin				Child				Spouse		Friend					
Initials & surname												Tel no							
Current Studies						Qualification								Institution					
<b>Qualifications<sup>2</sup></b>																			
<b>Year completed</b>		<b>Qualification</b>										<b>Institution</b>							
<b>Signature</b>																			

**For office use:**

Claim System number/Oracle number																	
Task Number																	

