

**UNIVERSITY OF SOUTH AFRICA**  
**ONLINE INDEPENDENT CONTRACTORS (E-TUTORS)**  
**COLLEGE OF HUMAN SCIENCES SCHOOL OF SOCIAL**  
**SCIENCE**  
**DEPARTMENT OF SOCIAL WORK**

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

**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.**
- **A Masters' degree, or a PHD in Social Work.**
- **Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker.**
- **Active professional body registration for current year 01 April 2023 – 31 March 2024 (A copy of the annual receipt from SACSSP)**
- 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-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.

**E-tutoring positions are available in the College of Human Sciences, School of Social Science in the following Department:**

#### **SOCIAL WORK**

- SAW1501 Introduction to Social Auxiliary Work
- SAW1506 Introduction to Social Auxiliary Work to Social Work as a Profession
- BSW1501 Introduction to Social Welfare and Social Work
- BSW1502 Introduction to Social Work as a Profession
- BSW2601 The Social Work helping Process within a Developmental Approach
- BSW2602 Focus Areas and Fields of Social Work Practice
- BSW2603 Social Welfare Policy within the South African Context
- BSW2604 Social Work Management, Administration, Supervision and Ethics

#### **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 six months) of highest educational qualification.
  - certified copy (within the previous six months) of 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.

**Gross Remuneration:** R 8760.00 per month

**Assumption of duty:** Recommended tutors will have to undergo online training. Contracting will only be finalised and activated after the successful completion of online training and 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:** 18 May 2023

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

Applications should be emailed to [CHStutorialsSocialScience@unisa.ac.za](mailto:CHStutorialsSocialScience@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



<b>SURNAME<sup>1</sup></b>												<b>Title</b>					
<b>FULL NAMES</b>																	
<b>College/Faculty</b>																	
<b>Academic Department</b>								<b>Position Reference</b>									
<b>Modules (Max of 3)</b>		1				2				3							
<b>Race</b>		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"/>							
<b>Registered disability</b>		Total <input type="checkbox"/> Partial <input type="checkbox"/> Mental <input type="checkbox"/> Physical <input type="checkbox"/> Hearing <input type="checkbox"/> Sight <input type="checkbox"/>															
<b>Identification number</b>												<b>Date of birth</b>					
<b>Income tax number</b>																	
<b>Country of birth</b>												<b>Nationality</b>					
<b>Are you a South African citizen by birth?</b>		Yes <input type="checkbox"/> No <input type="checkbox"/>		If no indicate the date citizenship was acquired													
<b>Foreign Nationals</b>																	
<b>Passport no</b>						<b>Country of issue</b>								<b>Expiry date</b>			
<b>Work permit no</b>						<b>Type of permit</b>								<b>Expiry date</b>			
<b>Permanent residence status</b>		Yes <input type="checkbox"/> No <input type="checkbox"/>				<b>Date granted</b>											
<b>Residential address</b>																	
<b>Postal code</b>						<b>Postal code</b>											
<b>Telephone numbers</b>		<b>Home</b>								<b>Work</b>							
		<b>Cell</b>								<b>E-mail (Compulsory)</b>							
<b>Emergency Contact Details</b>		<b>Relationship</b>				<b>Next of kin</b>				<b>Child</b>				<b>Spouse</b>		<b>Friend</b>	
<b>Initials &amp; surname</b>												<b>Tel no</b>					
<b>Current Studies</b>						<b>Qualification</b>								<b>Institution</b>			
<b>Qualifications<sup>2</sup></b>																	
<b>Year completed</b>		<b>Qualification</b>										<b>Institution</b>					
<b>Signature</b>																	
<b>For office use:</b>																	
<b>Claim System number/Oracle number</b>																	
<b>Task Number</b>																	

<sup>1</sup> To be completed by incumbent

<sup>2</sup> From highest to lowest