

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

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.**
- **Minimum of Masters' degree but preferably a PHD in the subject that you are applying for.**
- Own copies of software packages that may be required for teaching e.g. Internet browsers, word processing etc.
- 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).
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- 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 Arts in the following Department:

DEVELOPMENT STUDIES

- DVA1501 Introduction to Development studies
- DVA1502 Development Problems and Institutions
- DVA2601 Projects and Programmes as Instruments of Development
- DVA2602 Community Development and the Basic Needs Approach
- DVA2603 Community Development and the Basic Needs Approach

POLITICAL SCIENCES

- APC1501 Political Evolution of the African State
- APC1502 The Politics of Contemporary Africa
- APC2601 Political Change in Contemporary Africa
- APC2602 Political Economy of Africa
- IPC1501 Fundamentals of International Politics
- IPC1502 South Africa in International Politics
- IPC2601 International Organizations
- IPC2602 International Political Dynamics
- PLC1501 Politics as Social Activity
- PLC1502 Understanding the State
- PLC2601 Understanding Political Behavior and Participating
- PLC2602 Politics and Public Policy
- PSC2601 South African Politics

PSYCHOLOGY

- PYC1501 Basic psychology
- PYC1502 Psychology in Society
- PYC1511 Introduction to Psychology
- PYC1512 Foundations of Sub-Disciplines of Psychology
- PYC1513 Introduction to Psychology Intervention Perspectives
- PYC2601 Personality in Society
- PYC2602 Child and Adolescent Development
- PYC2603 Adulthood and Maturity
- PYC2605 HIV/Aids Care and Counselling
- PYC2606 Basic Measurement and Questionnaire Design
- PYC2614 Community Psychology: Building Foundations

SOCIOLOGY

- RSC2601 Research in Social Sciences
- SOC1501 Community Society and Inequality in a Globalised World: Introduction to Sociology
- SOC1502 Understanding South Africa: Families, Education, Identities and inequality
- SOC2601 Theories of Social Change
- SOC2602 Globalisation and Social Change in South Africa
- SOC2604 Sociology of Families and Social Problems

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 8380.12 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: 27 December 2022

General Enquiries: Mr. D Mulaudzi: Tel: (012) 429 2741

Applications should be emailed to CHStutorialsSocialSciences@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



SURNAME¹				Title			
FULL NAMES							
College		Department <i>(see advert)</i>					
Modules: <i>Max of 3</i>				Tel no			
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			
Foreigner							
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		Fax			
		Cell		email address			
Emergency Contact Details		Relationship		Next of kin		Child	
Initials & surname				Spouse		Friend	
Are you currently a registered UNISA student?		Yes <input type="checkbox"/> No <input type="checkbox"/>		Student no			
Qualifications²							
Year completed		Qualification				Institution	
Signature							

For office use:

Claim System number/Oracle number									
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¹ To be completed by incumbent
² From highest to lowest

Task Number

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