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

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:

ANTHROPOLOGY & ARCHEAOLOGY

- APY1501   Anthropology in the Diverse World
- APY2602   Anthropology of Health
- APY2613   Anthropology in the African Context

HISTORY

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

PHILOSOPHY

- PLS1501   Introduction to Western Philosophy
- PLS1502   Introduction to African Philosophy
- PLS2601   Critical Reasoning
- PLS2607   Philosophy of Science
- RST1501   Introduction Religions of the World
- CMM1501   Ethics and Life
- HRV1601   Human Rights, Values and Social Transformation

 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: R8380.12 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 2020

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

Applications should be emailed to CHStutorialsHumanities@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

	PERSONAL INFORMATION *Tutors*	HR-CA
UNISA university of south africa		

SURNAME[1]			Title	
FULL NAMES				

College		Department *(see advert)*		
Modules: *Max of 3*			Tel no	

Race		B ☐ C ☐ I ☐ W ☐	Female ☐ Male ☐	Disability Yes ☐ No ☐
Registered disability		Total ☐ Partial ☐ Mental ☐	Physical ☐	Hearing ☐ Sight ☐

Identification number		Date of birth	
Income tax number			
Country of birth		Nationality	
Are you a South African citizen by birth?	Yes ☐ No ☐ 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 ☐ No ☐	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		Spouse		Friend	
Initials & surname						Tel no			
Are you currently a registered UNISA student?	Yes ☐ No ☐					Student no			

Qualifications[2]

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									