

UNIVERSITY OF SOUTH AFRICA
INDEPENDENT CONTRACTORS (FACE-TO- FACE-
TUTORS/VIRTUALLY)
COLLEGE OF ACCOUNTING SCIENCE

Purpose: The purpose of the job is to facilitate learning at a UNISA Regional Centre through hybrid mode (online and/or face-to-face) on Saturdays and weekday evenings in the subjects identified.

East London, Port Elizabeth, Mthatha, Parow, George, Durban, Newcastle, Pietermaritzburg, Richards Bay, Mbizana, Johannesburg, Florida, Pretoria, Ekurhuleni, Vaal, Polokwane, Giyani, Makhado, Lephalale, Bloemfontein, Kroonstad, Mahikeng, Rustenburg, Kimberley, Qwaqwa, Kuruman, Upington Potchefstroom, Middelburg, Nelspruit.

Specific requirements

Minimum of a Masters' degree in the subject that you would like to tutor' or a PhD degree in Accounting Sciences/ Registration with a Professional Body (such as SAICA, CIMA, CIA).

COMPETENCIES, SKILLS, AND ATTRIBUTES

- Willingness to undergo training on various aspects of tutoring.
- Teaching/tutoring experience will be an advantage.
- Ability to work with diverse learners.
- Demonstrate Computer Literacy
- Good Interpersonal Skills
- Own electronic device and data

Recommendation

- Proficiency in English
- Willingness to travel to the Region

Face to face tutor positions are available in the following College of Accounting Science:

FAC1501: Introductory Financial Accounting
FAC1502: Financial Accounting Principles, Concepts and Procedures
FAC1503: Financial Accounting Principles for Law Practitioners
FAC1601: Financial Accounting and Reporting
FAC1602: Elementary Financial Accounting and Reporting
FAC2601: Financial Accounting for Companies
FAC2602: Selected Accounting Standards and Simple Group Structures
FAC3704: Group Financial Reporting
FAC3703: Specific Financial Reporting
FAC3702: Distinctive Financial Reporting
AIN1501: Accounting Information Systems in a Computer Environment
AIN2601: Practical Accounting Data Processing
MAC1501: Introduction to Management Accounting
MAC2601: Principles of Management Accounting
MAC2602: Principles of Strategy, Risk & Financial Management Techniques
MAC3701: Application of Management Accounting Techniques
MAC3702: Application of Financial Management Techniques
MAC3761: Management Accounting III
MAC3703: Selected Accounting & Financial Management Techniques
AUE2601: Auditing Theory and Practice

AUE1501: Introduction to Auditing
AUE3761: The Audit Process
AUI3702: The Internal Audit Process: Test of Controls
TAX1501: Taxation of Salaried Persons
TAX3701: Taxation of Business Activities
TAX3761: Taxation of business activities and Individuals
FAC3764: Financial Accounting

Duties

Face-to-Face Tutors will have the following duties:

1. Training for effective tutoring through hybrid mode (online and/or face-to-face)
2. Manage students learning experiences
3. Facilitate students' interactions with their peers
4. Preparation for tutoring through hybrid mode (online and/or face-to-face)
5. Facilitation of learning through hybrid mode (online and/or face-to-face)
6. Feedback to the teaching team

Assumption of duty: February 2024, pending sufficient enrolment of students.

Remuneration: R 389.35 per hour

Appointments will be made in accordance with Unisa's Employment Equity Plan.

We welcome applications from Persons with Disabilities



To apply, you need to do the following:

You are required to attach scanned certified copies (certified within the previous six months) of the following documents

- Attached the Face-to-face Form
- 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;
- A comprehensive curriculum vitae

SEND THE APPLICATION TO CASE-F2F@UNISA.AC.ZA

Closing Date: 10 Nov 2023

General Enquiries: Ms Masegare Phaahla
Contact number 012 429 8693

UNISA reserves the right to authenticate all qualifications without further consent from the applicant. Late, incomplete and incorrect applications will not be considered.

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 2 months after the closing date of this advertisement, please accept that your application was not successful

SURNAME¹												Title							
FULL NAMES																			
College/Faculty		Unisa Learning Centre <i>(see advert)</i>																	
Academic Department												Position Reference							
Modules (Max of 3)		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													
Foreign Nationals																			
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 (Compulsory)									
Emergency Contact Details		Relationship				Next of kin		Child		Spouse		Friend							
Initials & surname												Tel no							
Current Studies						Qualification						Institution							
Qualifications²																			
Year completed		Qualification										Institution							
Signature																			

For office use:

Claim System number/Oracle number										
Task Number										

¹ To be completed by incumbent

² From highest to lowest