

UNIVERSITY OF SOUTH AFRICA ONLINE INDEPENDENT CONTRACTORS (E-TUTORS) COLLEGE OF EDUCATION

SCHOOL OF EDUCATIONAL STUDIES

(Ref.TMaph/E-tutor/Contr/CEDU/2024)

UNISA is the publicly funded institution in South Africa dedicated to open and distance education. In keeping with its mandate as a comprehensive, open and distance e-learning tertiary institution offering a variety of academic and career-focused programmes, the University is inviting applicants for services as Online Tutors (E-tutors) on an independent contract basis.

General requirements:

Experience in teaching. (ODeL teaching experience will be an added advantage). Qualifications as per specific requirements are determined by the College on the Unisa website.

E-Tutors will have the following duties:

- To deliver the content and the Pedagogy of the Subject.
- Provide students with online academic and technical support.
- Teach the content and support students on an online platform.
- Manage students' online learning experiences.
- Facilitate students' online interactions with their peers.

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.
- Only applicants with the relevant M. Ed/Ph.D degree in Education and/or teaching experience will be considered.
- Please do not apply If you are currently appointed as a Unisa e-tutor or Teaching Assistant.
- Shortlisted candidates will have to undergo virtual interview and training.

SKILLS REQUIRED:

- Advanced computer and Internet skills i.e. no training will be provided in using software packages and Internet sites. e.g. Word, Excel, PowerPoint, Outlook and MS Teams
- Advanced communication skills and proficiency in English (students communication will mostly be text based via my Unisa and discussion forums).
- Commitment to meeting deadlines and a passion for student-centred learning.
- Friendly, patience and sensitive to diverse student population.

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, workspace and any other office-related equipment.
- Work in your own time in completing online teaching tasks to a total of five days in a week (a minimum of an hour per day).

E-tutoring positions are available in the College of Education in the following Departments:

Department of Educational Leadership & Management

Specific Requirements: A qualified professional teacher

M.Ed. /PhD or equivalent in Educational Leadership & Management

Module CMG3701 Classroom Management

Module TAM2601 The teacher as a classroom manager

Educational Foundations

Specific Requirements: A qualified professional teacher

M.Ed. /Ph.D or equivalent in Educational Foundations

A background in the history of South African education system from the pre-colonial era to the present. Curriculum teacher professionalism and ethics.

Module: SAE3701 South African Education System

Module: EDS3701 Educational Studies

Module: PDU3701 Philosophy of Education

Module: SED2601 Sociology of Education

Inclusive Education

Specific Requirements: A qualified professional teacher

M.Ed. /PhD or equivalent in Inclusive Education

Module: DPP1501 Diversity, Pedagogy and Practice

Module: IEA1501 Inclusive Education Approaches

Module: INC3701 Inclusive Education

Module: IFP3701 Inclusive Education in the Foundation Phase

Psychology of Education

Specific Requirements: A qualified professional teacher

M.Ed. /PhD or equivalent

M. Ed Psychology

M. Ed / PhD Learner Support

Module: IPS1501 Introduction to personal and social wellbeing

Module: CAD1501 Child and Adolescent Development

Module: CSP2601 Care and support for personal and social wellbeing

Module: TMN3703 Teaching life skills

Module: TMS3722 Teaching life orientation in SP

Module: PED3701 Psychology of Education

Module: GCS1501 Guidance, Counselling and Life Skills Development

To apply, you need to do the following:

- 1) Complete the form below (see the last page)
- 2) Attach scanned certified copies of the following documents:
 - o certified copy (within the previous three months) of highest educational qualification.
 - o certified copy (within the previous three months) of academic transcript.
 - o certified copy (within the previous three months) of your identity document/passport.
 - o certified copy (within the previous three months) of your valid permit (foreign applicants).
 - o certified copy (within the previous three months) of SAQA verification of foreign qualifications (if applicable)
- 3) Comprehensive curriculum vitae.
- 4) The required documents should be submitted as a single file (one attachment) to the email provided below

Gross Remuneration: R9711.00

Closing Date: 31 May 2024 (Application must be emailed before close of business at 16:00)

General Enquiries: Ms N Maswanganye: Tel: (012) 481 2706.

Mr T Maphala Tel: (012) 481 2857

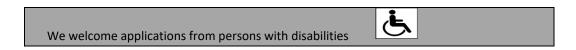
Applications should be emailed to: CEDUETUTORS@unisa.ac.za.

Assumption of duty: The shortlisted candidates will have to undergo virtual interviews and thereafter they will attend online training that will equip them with all the relevant information to assist them to understand their roles. Completion of the prescribed training on various aspects of tutoring is

compulsory. Appointments will only be finalised and activated after the successful completion of online training.

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.



APPLICATION FORM

HR-CA

E-Tutors

SURNAME ¹										Title									
FULLNAMES																	-		
College			Department (see advert)																
Modules: Max of 3		uarory				Tel no											-		
Race		в□	W Female Male					Disa	Disability Yes Nc Nc										
Registered disability		Total Partial					☐ Mental ☐ F				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			\perp					
Work permit no			Type of permit								Expiry date			\perp					
Permanent residence status			Yes No No				Date granted							\perp					
Residential address							Postal address												
																	2		
Postal code						Postal code													
Telephone numbers		Home							Fax										
		Cell							email address										
Emergency Contact Details		Relationship			Ne	xt of kir	n	n Child			Spo	use			Frier	nc			
Initials & surname											Tel no								
Are you currently a registered UNISA studer			nt? Yes 🗆				No 🗆			Student									
Qualifications ²																			
Year completed Qualification											Institution								
Signature												\perp							
For office	use:																		
Claim System numb																			
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¹ To be completed by incumbent ² From highest to lowest