UNIVERSITY OF SOUTH AFRICA
ONLINE INDEPENDENT CONTRACTORS (E-TUTORS)
COLLEGE OF EDUCATION
SCHOOL OF EDUCATIONAL STUDIES
(Ref.TMaph/E-tutor/Contr/CEDU/2023)

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: R8380.12

Closing Date: 03 February 2023 (Application must be emailed before close of business at 16:00)

General Enquiries: Ms N Maswanganye: Tel: (012) 481 2706.
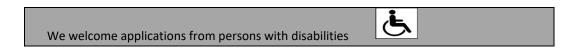   Mr T Maphala Tel: (012) 481 2857

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.

We welcome applications from persons with disabilities

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.

UNISA university of south africa	**APPLICATION FORM** *E-Tutors*	**HR-CA**

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		Frienc	
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	

Task Number	

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[1] To be completed by incumbent
[2] From highest to lowest