

**UNIVERSITY OF SOUTH AFRICA
ONLINE INDEPENDENT CONTRACTORS (TEACHING ASSISTANT)
COLLEGE OF EDUCATION
SCHOOL OF TEACHER EDUCATION
(REF: Teaching Assistants/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 Teaching Assistant on an independent contract basis.

General requirements:

Experience with teaching in an ODeL environment.

Qualifications as per specific requirements are determined by the College on the Unisa website.

Teaching Assistants will have the following duties:

- To deliver the content and the Pedagogy of the Subject.
- Provide students with online academic and technical support.
- Facilitate online delivery of tutorials.
- Manage students' online learning experiences.
- Facilitate students' online interactions with their peers.
- Respond to students' queries within 48 hours.
- **Mark and provide online feedback to students on their assignments.**

REQUIREMENTS:

To be considered as a Teaching Assistant, 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.
- Own copies of software packages that may be required for teaching e.g., Internet browsers, word processing etc.
- 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.

SKILLS REQUIRED:

- Advanced computer and Internet skills .e.g. no training will be provided in using office software packages, like: Outlook, Excel, Word ,PowerPoint, MS Teams and other Internet sites.
- Advanced communication skills and proficiency in English (students communication will mostly be text based via Moodle)
- 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), in

terms of the UNISA conditions of service.

- Be expected to provide your own infrastructure e.g., 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) (including marking).

Teaching Assistant positions are available in the College of Education in the following Department:

Department of Curriculum and Instructional Studies

Module BPT1501 Being a professional teacher

Specific Requirements A qualified professional teacher

M.Ed. / Ph.D. in Teacher Education

To apply, you need to do the following:

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

Gross Remuneration: R15585.60

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

General Enquiries: Mr T Maphala: Tel: (012) 481 2857
Ms N Maswanganye: Tel (012) 281 2706

The applications should be emailed to: CEDUTA2023@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.

| | | | | | | | |
|---|--|---|--|---|--|---|--|
| 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

Task Number

¹ To be completed by incumbent

² From highest to lowest