UNIVERSITY OF SOUTH AFRICA
ONLINE INDEPENDENT CONTRACTORS (E-TUTORS)
COLLEGE OF EDUCATION
SCHOOL OF TEACHER EDUCATION
(Ref.NMasw/ 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:
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- To deliver the content and the Pedagogy of the Subject.
- Provide students with online academic 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.
- 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 Unisa Moodle).
- 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 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).

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

Department of Early Childhood Education & Development

Specific Requirements   A qualified professional teacher.
M.Ed. / Ph.D. in foundation phase.

Module	ENC1501	English Teaching for communication.
Module	EML1501	Emergent Literacy.
Module	EMA1501	Emergent Mathematics.
Module	MFP2601	Management in Foundation Phase.
Module	LSK3701	Life Skills: Science & Technology in Foundation Phase.
Module	LSP1501	Life skills: Physical Education, Creative Art & Music in Foundation Phase.
Module	FMT3701	Foundation Phase Mathematics Teaching.
Module	FLT3701	First Additional Language Teaching.
Module	FPT3701	Foundation Phase Teaching.
Module	RDF2601	Resource Development in Foundation Phase.
Module	RFP2601	Reading in the Foundation Phase English.
Module	HED2601	History of Education in Foundation Phase.
Module	HLT3701	Home Language Teaching.
Module	CHL2601	Children's Literature.
Module	CDE3701	Children Development.

Department of Science and Technology Education

Specific Requirements   M.Ed./Ph.D. in Science/Natural Science or Technology Education

Module	NST2602	Natural Science and Technology for the classroom 4
Module	EED2601	Environmental Education
Module	PSC1501	Practical Science for the Classroom
Module	NST1502	Natural Science and Technology for Classroom II
Module	CIC2601	Computer Integration in the Classroom
Module	TMS3733	Teaching Technology in the Senior Phase

Department of Mathematics Education

Specific Requirements: M.Ed./MSc/Ph.D. in Mathematics Education (with **Mathematics** as a major subject).

Module	OPM1501	Orientation to Intermediate Phase Mathematics.
Module	TMN3704	Teaching Mathematics in the intermediate phase
Module	MAE201M	Pre-Algebra and Algebra Education in Intermediate & Senior maths.
Module	MAE202N	Statistics Education in Intermediate and Senior Mathematics.
Module	MAE204Q	Technology and media in intermediate and senior phase.
Module	MAE103L	Measurement in Intermediate and Senior Mathematics.
Module	MAE203P	Basic Financial Mathematics in Intermediate and Senior Phase.
Module	MAE104M	Assessment in the Intermediate and Senior Mathematics
Module	MAE101J	Numbers and Operations in Intermediate and Senior Phase
Module	MAE102K	Spatial Development, Geometry and Trigonometry in Intermediate Senior Mathematics.
Module	MTE1501	Mathematics for Teacher 1.
Module	MTE1502	Mathematics for Intermediate Phase Teachers III: Space, Shape & Measurement In Intermediate Phase Mathematics.
Module	MIP1501	Mathematics for Intermediate Phase Teachers I.
Module	MIP1502	Mathematics for Intermediate Phase Teachers II.
Module	MIP2601	Mathematics for Intermediate Phase Teachers III.
Module	MIP2602	Mathematics for Intermediate Phase Teachers IV.

Department of Curriculum and Instructional Studies

Specific Requirements   M.Ed./Ph.D. in Curriculum Studies

Module	AED3701	Assessment in Education
Module	OTE2601	Orientation to Teaching Economic & Management Sciences.
Module	TMN3706	Teaching Social Sciences in Intermediate & Senior Phase.
Module	TMS3714	Teaching History in FET phase

Department of Language Education, Arts and Culture

Specific Requirements: ICA1501: MA in Fine Arts, Creative Arts or Art Education/M.Ed. Creative Arts, Fine Arts with teaching experience/Art/Ph.D.

Module	EST1501	Academic Proficiency in Education for Student Teachers.
Module	ICA1501	Introduction to Creative Arts

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:
   o   certified copy (within the previous three months) of qualifications.
   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 Marriage certificate or divorce decree.
   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.

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(Applications 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

The 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	

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