

**UNIVERSITY OF SOUTH AFRICA  
ONLINE INDEPENDENT CONTRACTORS (E-TUTORS)  
COLLEGE OF ECONOMIC AND MANAGEMENT SCIENCES  
SCHOOL OF MANAGEMENT SCIENCES  
(REF.M MAELA/ET/Contr/CEMS/JAN/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 setting will be added as an 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 administrative support relevant to the module.
- Facilitate online delivery of tuition, learning and assessments.
- 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.
- Have access to stable Internet connection and own laptop.
- Own copies of Microsoft office that may be required for teaching.
- Only applicants with the relevant qualifications will be considered.
- Please do not apply if you are currently appointed as a Unisa e-tutor or teaching assistant.
- You will be required to attend inhouse training.

**SKILLS REQUIRED:**

- No training will be provided for computer skills i.e., Microsoft office, Internet sites, or emails.
- Advanced communication skills and proficiency in English (Most student communication will be online via MyUnisa and discussion forums).
- Commitment to meeting deadlines and a passion for student-centered 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 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 Economic and Management Sciences in the following Department (s):**

### **Business Management**

#### **Modules:**

BSM2601 BUSINESS MANAGEMENT II  
MNN3701 CORPORATE CITIZENSHIP  
MNG3701 STRATEGIC PLANNING IIIA

#### **Specific Requirements:**

1. Masters degree (M\_COM) / Doctoral degree in Business management.
2. Shortlisted candidates will be required to write a selection test for the designated module and obtain a 60% mark.
3. The ratio of e-tutors is 1 tutor per 400 students.

### **Marketing and retail management**

#### **Modules:**

MNM1501 PERSONAL SELLING  
MNM1502 CUSTOMER SERVICE  
MNM1503 INTRODUCTION TO MARKETING  
MNM1505 INTRODUCTION TO CONSUMER BEHAVIOUR  
MNM1507 INTRODUCTION TO MARKETING COMMUNICATION  
MNM1522 FUNDAMENTALS OF BRANDING  
MNM1601 PRINCIPLES OF MARKETING MANAGEMENT  
MNM2604 BUSINESS-TO-BUSINESS MARKETING  
MNM2605 CONSUMER BEHAVIOUR  
MNM3709 STRATEGIC MARKETING  
MNM3710 BRAND MANAGEMENT  
MNM3712 CUSTOMER RELATIONSHIP MANAGEMENT

#### **Specific Requirements:**

1. Masters degree (M-COM) / Doctoral degree in Marketing and retail management.
2. Shortlisted candidates will be required to write a selection test for the designated module and obtain a 60% mark.
3. The ratio of e-tutors is 1 tutor per 400 students.

## Industrial and organisational psychology

### Modules:

IOP1501 PSYCHOLOGICAL PROCESSES IN WORK CONTEXT  
IOP1502 CUSTOMER SERVICE IN TOURISM  
IOP1503 ENVIRONMENTAL PSYCHOLOGY  
IOP1504 WORKFORCE DIVERSITY  
IOP1601 PERSONALITY IN WORK CONTEXT  
IOP2601 ORGANISATIONAL RESEARCH METHODOLOGY  
IOP2602 ORGANISATIONAL PSYCHOLOGY  
IOP2604 PSYCHOLOGICAL ADJUSTMENT IN THE WORK CONTEXT  
IOP2605 HUMAN CAPACITY DEVELOPMENT  
IOP2608 FORENSIC INDUSTRIAL PSYCHOLOGY  
IOP3701 INDUSTRIAL PSYCHOLOGY TESTING AND ASSESSMENT  
IOP3702 PERSONNEL PSYCHOLOGY: ORGANISATIONAL ENTRY  
IOP3703 CAREER PSYCHOLOGY  
IOP3705 ORGANISATIONAL DEVELOPMENT AND CHANGE  
IOP3706 PERSONNEL PSYCHOLOGY: EMPLOYEE RETENTION

### Specific Requirements:

1. Masters degree (M\_Com) / Doctoral Degree in Industrial and Organisational Psychology
2. Registration with professional body will be an added advantage
3. Shortlisted candidates may be required to write a selection test for the designated module and obtain 60% mark
4. The ratio of e-tutors is 1 tutor per 400 students.

## Human resource management

### Modules:

HRM3703 HR INFORMATION SYSTEMS AND TECHNOLOGY  
HRM4801 ADVANCED HUMAN RESOURCE MANAGEMENT

### Specific Requirements:

1. Masters degree (M\_Com) / Doctoral Degree in Human resources management or Industrial and Organisational Psychology.
2. Registration with a professional body will be an added advantage.
3. Shortlisted candidates may be required to write a selection test for the designated module and obtain 60% mark.
4. The ratio of e-tutors is 1 tutor per 400 students.

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.

**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:
  - certified copy (within the previous three months) of highest educational qualification.
  - 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 your valid permit (foreign applicants).
  - 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:** R 8 830.12

**Closing Date:** 02 February 2023

**General Enquiries:** Mr. MMP Maelane: Tel: (012 429 6336)

**Applications should be emailed to:**

Business Management: BSM.CEMSETUTORS@unisa.ac.za.

Industrial Organisational psychology: IOP.CEMSETUTORS@unisa.ac.za.

Marketing and Retail Management: MRM.CEMSETUTORS@unisa.ac.za.

Human Resource Management: HRM.CEMSETUTORS@unisa.ac.za.

**Assumption of duty:** The shortlisted candidates will have to undergo a tutor development programme. 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.**

**Application Form The Last Page**

<b>SURNAME<sup>1</sup></b>		Title	
<b>FULL NAMES</b>			
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	
<b>Foreigner</b>			
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	
<b>Emergency Contact Details</b>	<b>Relationship</b>	Next of kin	Child Spouse Friend
Initials & surname	Tel no		
Are you currently a registered UNISA student?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Student no	
<b>Qualifications<sup>2</sup></b>			
<b>Year completed</b>	<b>Qualification</b>	<b>Institution</b>	
<b>Signature</b>			

**For office use:**

Claim System number/Oracle number	
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Task Number	
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<sup>1</sup> To be completed by incumbent

<sup>2</sup> From highest to lowest