

**UNIVERSITY OF SOUTH AFRICA  
ONLINE INDEPENDENT CONTRACTORS (E-TUTORS)  
COLLEGE OF ECONOMIC AND MANAGEMENT SCIENCES  
SCHOOL OF PUBLIC AND OPERATIONS MANAGEMENT**

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 with teaching in a CODEL environment.

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.
- Facilitate online delivery of tutorials.
- 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 an 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 qualifications 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 i.e. no training will be provided in using software packages, Internet sites or emails.
- 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, 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).
- Submit monthly reports to the departmental e-tutor committee

**E-tutoring positions are available in the College of Economic and Management Sciences in the following Departments:**

## PUBLIC ADMINISTRATION AND MANAGEMENT

### Modules:

PUB1601	The Structuring and Functioning of Public Services
PUB1602	Human Settlements Management I
PUB2601	Foundations of Public Administration
PUB2603	Creation of Wealth
PUB2604	Welfare and Social Services
PUB2606	Environmental Affairs
PUB2607	Public Financial Management II
PUB2608	Public Financial Control II
PUB2615	Project Management II A
PUB2618	Fundamentals of Public Administration Research II
PUB3701	Public Management Skills
PUB3702	Public Human Resource Management
PUB3703	Public Policy
PUB3704	Organisational Studies in the Public Sector
PUB3705	Public Administration and Management
PUB3707	Ethics in Public Administration and Administrative Justice
PUB3717	Public Human Resource Management III
PUB3718	Management of Information III

### Specific Requirements:

1. Any relevant Masters (NQF9 qualification) or Doctoral Degree (NQF10 qualification) including modules in Public Administration, with an average of 60%
2. Shortlisted candidates will be required to write a selection test for the designated module and obtain an average of 75%.
3. The ratio of e-Tutors of 1 Tutor to 400 students

## APPLIED MANAGEMENT

### Modules:

DTM2605	Cultural Tourism II
ETP2601	Entrepreneurship Skills
ETP2602	Entrepreneurship II: Human Resource Management for Entrepreneurs
ETP3701	Entrepreneurship III
MNP2601	Purchasing Management
MNP2602	Supply Chain Management
MNP3701	Strategic Sourcing
MNP3703	Supplier Relationship Management
TRL2604	Integrated Logistics

### Specific Requirements:

1. Any relevant Masters (NQF9 qualification) or Doctoral Degree (NQF10 qualification) with preceding qualifications including modules in Purchasing and Supply Chain Management, Logistics, Transport Economics and Tourism Management and Entrepreneurship with an average of 60%
2. Shortlisted candidates will be required to write a selection test for the designated module and obtain an average of 75%.

3. The ratio of e-Tutors of 1 Tutor to 400 students

## Operations Management

### Modules:

MNO2601	Operations Management
MNO2607	Safety Management Systems
SMN301S	Safety Management III
SMA3703	Occupational risk exposure

### Specific Requirements:

1. Any relevant Masters (NQF9 qualification) or Doctoral Degree (NQF10 qualification) with preceding qualifications including modules in Safety and Operations Management with an average of 60%
2. Shortlisted candidates will be required to write a selection test for the designated module and obtain an average of 75%.
3. The ratio of e-Tutors of 1 Tutor to 400 students

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.

### 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:** R8 043.75

**Closing Date:** 10 February 2023 (Application must be emailed before the close of business at 16:00)

General Enquiries: Mr MM Maelane Tel: (012) 429 6336 and Mr MD Tjikana: Tel: (012) 481 2913

Applications should be emailed to:

APPLIED MANAGEMENT: [APL.CEMSETUTORS@unisa.ac.za](mailto:APL.CEMSETUTORS@unisa.ac.za)

PUBLIC MANAGEMENT: [PUB.CEMSETUTORS@unisa.ac.za](mailto:PUB.CEMSETUTORS@unisa.ac.za)

OPERATION MANAGEMENT: [OPM.CEMSETUTORS@unisa.ac.za](mailto:OPM.CEMSETUTORS@unisa.ac.za)

**Assumption of duty:** The shortlisted candidates will be interviewed and successful 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 ON THE LAST PAGE**

<b>SURNAME<sup>1</sup></b>				Title			
<b>FULL NAMES</b>							
College		Department (see advert)					
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>		<b>Next of kin</b>		<b>Child</b>	
						<b>Spouse</b>	
						<b>Friend</b>	
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