

**UNIVERSITY OF SOUTH AFRICA**  
**ONLINE INDEPENDENT CONTRACTORS (E-TUTORS)**  
**COLLEGE OF ACCOUNTING SCIENCES**

**AUDITING, FINANCIAL ACCOUNTING, MANAGEMENT ACCOUNTING AND TAXATION**

UNISA is the only publicly funded institution in South Africa dedicated to distance education. In keeping with its mandate as a comprehensive, open and distance learning tertiary institution offering a variety of academic and career-focused programmes, the University is inviting applications for services as Online Tutors (E-tutors) on an independent contract basis.

**DUTIES**

**E-Tutors will have the following duties:**

1. Facilitate online delivery of tutorials
2. Manage students' learning experiences online
3. Facilitate students' interactions with their peers online
4. Provide students with academic and technical support online

**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 own cost**
- **Minimum of an Honours ' degree in the subject that you would like to tutor**
- Own copies of software packages that may be required for teaching e.g. Internet browsers, Word processing etc.
- Advanced computer and Internet skills i.e. no training will be provided in using software packages, Internet sites or email
- Commitment to meeting deadlines and a passion for student-centered learning
- Advanced communication skills and proficiency in English (student communication will mostly be **text based** by email and discussion forums)
- Friendly, patient and sensitive to a diversity of students

**General Requirements**

- Ability to work with diverse students
- Willingness to undergo training on various aspects of tutoring.
- Teaching/tutoring experience will be an advantage

**As an Independent Contractor you will:**

- **Not be regarded as an employee of Unisa**
- Not be entitled to any benefits such as medical, office space, equipment, leave (including sick leave), etc in terms of the UNISA's conditions of service.
- Provide your own infrastructure i.e. your own computer, your own Internet access and any other office-related equipment.
- Not be based at a Unisa campus or any location linked to the University.
- Work on your own time in completing teaching tasks online (e.g. interacting with students on discussion forums, sending emails, etc for a *minimum* of 6 hours a week not exceeding a maximum of 24 hours a month (spread over a few days per week) to a total of 75hrs per semester.

## Specific requirements

- NQF5 modules – B Com (Accounting Sciences) or B Compt
- NQF6 modules - B Com (Hons)(Accounting Sciences) or Hons B Compt or PG Diploma in Accounting Sciences
- NQF7 modules – Must be a CA(SA) and registered with SAICA or Masters in Accounting Sciences or Doctoral in Accounting Sciences

**E-tutoring positions are available in the College of Accounting Sciences in the following department:**

### AUDITING

- AUE3701 AUDIT PLANNING AND TESTS OF CONTROL
- AUE3702 SUBSTANTIVE PROCEDURES AND FINALIZING AN AUDIT

### FINANCIAL ACCOUNTING

- FAC3701 GENERAL FINANCIAL REPORTING
- FAC3702 DISTINCTIVE FINANCIAL REPORTING
- FAC3703 SPECIFIC FINANCIAL REPORTING
- FAC3704 GROUP FINANCIAL REPORTING

### MANAGEMENT ACCOUNTING

- AIN2601 PRACTICAL ACCOUNTING DATA PROCESSING

### TAXATION

- TAX3701 TAXATION OF BUSINESS ACTIVITIES
- TAX3702 TAXATION OF INDIVIDUALS
- TAX3703 TAXATION OF ESTATES

**To apply, you need to do the following :**

- Your application form below must be accompanied by a COMPREHENSIVE CURRICULUM VITAE and;
  - identity document (non-South African applicants may apply with: *passport, work permit, permanent residence permit or proof of nationalisation if applicable. However prescribed policy processes will be followed for appointment*) (certified copies within the previous six months);
  - all educational qualifications (certified copies within the previous six months);
  - academic transcripts/records (certified copies within the previous six months);
  - proof of SAQA verification for foreign qualifications (*if applicable*) (certified copies within the previous six months)
- UNISA reserves the right to authenticate all qualifications without any further consent from the applicant.
- The contact details of three contactable references must be provided.
- Late, incomplete and incorrect applications will not be considered.
- Unisa is not obliged to fill an advertised position
- **Application Form together with attachments must be send to the following e-mail address:**  
[tutorials.cas@unisa.ac.za](mailto:tutorials.cas@unisa.ac.za)

**Assumption of duty:** February 2018

**Closing Date:** 04 August 2017

**General Enquiries:** Ms Masegare Phaahla,  
[tutorials.cas@unisa.ac.za](mailto:tutorials.cas@unisa.ac.za)  
Tel: (012) 429 8693

Online training will start as soon as contracts have been finalised. Contracts will only be activated after the successful completion of training and allocation of students to the e-tutor.

UNISA reserves the right to authenticate all qualifications without any further consent from the applicant. Late, incomplete and incorrect applications will not be considered.

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

<b>SURNAME<sup>1</sup></b>				Title			
<b>FULL NAMES</b>							
College/Faculty		Unisa Learning Centre <i>(see advert)</i>					
Academic Department			Position Reference				
<b>Modules (Max of 3)</b>		1	2	3			
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"/>
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>Foreign Nationals</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		Work			
		Cell		E-mail <i>(Compulsory)</i>			
<b>Emergency Contact Details</b>		Relationship	Next of kin	Child	Spouse	Friend	
Initials & surname				Tel no			
Current Studies		Qualification		Institution			
<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	
Task Number	

<sup>1</sup> To be completed by incumbent  
<sup>2</sup> From highest to lowest