

**UNIVERSITY OF SOUTH AFRICA**  
**ONLINE INDEPENDENT CONTRACTORS (E-TUTORS)**  
**COLLEGE OF SCIENCE, ENGINEERING AND TECHNOLOGY**  
(Ref: Independent ContraAllColl/E-Tutor 2018)

UNISA is the only publicly funded institution in South Africa dedicated to open and 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.

**General requirements:**

- An Honours Degree, with the relevant subject as a major.
- Ability to work with diverse students
- Willingness to undergo training on various aspects of tutoring

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

- Facilitate online delivery of tutorials
- Manage students' online learning experiences
- Facilitate students' online interactions with their peers
- Provide students with online academic and technical support

**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, work space and any other office-related equipment
- Work in your own time in completing online teaching tasks to a total of 75hrs per semester (excluding marking)
- You may also be required to mark students' assignments and examinations. If this is the case, this will be specified in an independent task agreement with its own remuneration

**E-tutoring positions are available in the College of Science Engineering and Technology in the following Departments:**

**SCHOOL OF SCIENCE**

**STATISTICS**

- STA2602 – Statistical Inference II
- STA3701 – Applied Statistics III
- STA3702 – Statistical Inference III
- STA3704 – Time Series III
- STA2601 – Applied Statistics II

**MATHEMATICAL SCIENCES**

- MAT2611 – Linear Algebra
- MAT2612 – Introduction to Discrete Mathematics
- MAT2613 – Real Analysis
- MAT2615 – Calculus in Higher Dimensions
- MAT3700 – Mathematics III
- MAT3705 – Complex Analysis
- MAT3706 – Ordinary Differential Equations
- MAT3707 – Discrete Mathematics: Combinatorics
- MAT3711 – Real Analysis
- APM2614 – Applied Dynamical Systems

- APM1513 – Applied Linear Algebra
- MAT0511 – Access to Mathematics
- MAT1510 – Precalculus Mathematics A

### **PHYSICS**

- FIC181C – Physics 1 (Theory)
- PHY1506 – Electromagnetism and Heat (Physics)

### **SCHOOL OF COMPUTING**

- INF1505 -- Introduction to Business Information System
- ICT3713 -- Information and Communication Technology Project Proposal
- ICT3714 -- Information and communication Technology Project Implementation
- COS2626 -- Computer Network I
- ICT2613 -- Internet Programming
- COS2614 -- Programming: Contemporary Concepts
- ICT3714 -- Information and Communication Technology Project Implementation
- INF3703 -- Databases II
- INF3708 -- Software Project Management
- INF3705 -- Advanced Systems Development
- COS3701 -- Theoretical Computer Science 3

### **SCHOOL OF ENGINEERING**

- RCD4701 -- Production Engineering IV
- CMT4701 -- Construction Materials Technology IV
- AQC4701 -- Solid Waste Management IV
- UPD4701 -- Reinforced Concrete Design IV
- RTE4701 -- Solid Waste Treatment IV
- CEM4701 -- Reactor Technology IV
- TST2601 -- Theory of Structures II
- PCI401C -- Production Engineering: Chemical Industry IV
- MCL1501 -- Management: Civil II
- PCT401C -- Process Control IV: Chemical
- CMT1501 -- Construction Materials Technology I
- CEM4702 -- Chemical Technology IV: Heat & Mass
- PCE4701 -- Electronic Communication IV
- DCE1501 -- Drawing: chemical Engineering I
- ECT4701 -- Electronics IV
- PSY4701 -- Mine Survey and Evaluation II
- SOM401M -- Strength of materials
- MWE4701 -- Microwave Engineering IV
- OPE4701 -- Opto-Electronics IV
- ECT2601 -- Electronics II
- ELE1501 -- Digital systems1 (Theory)
- EDP401M -- Environmental Management III
- EDP401M -- Environmental Management III

- THD401M -- Stress Analyses IV
- PRT401I -- Engineering Design Project IV
- RAC401M -- Refrigeration and Air Conditioning
- AUC401M -- Strength of Materials IV
- CEM4702 -- Chemical Technology IV: Heat & Mass
- SAV2601 -- Mine Survey and Evaluation II
- MSG211Q -- Mine Survey II
- GMI3601 -- Geology: Mining II
- STG381S -- Structural Geology III
- EMA260 -- Engineering Management II
- MCL2601 -- Civil Management II
- SRC2601 -- Surveying CIVIL II
- WEN2601 -- Water Engineering II
- SWM4701 -- Solid Waste Management IV

**Closing Date: 4 August 2017**

**Assumption of duty: February 2018**

**To apply:** [https://irec.unisa.ac.za:4443/OA\\_HTML/2018\\_Modules\\_At\\_Risk\\_Tutor\\_Needs\\_CSET.xlsx](https://irec.unisa.ac.za:4443/OA_HTML/2018_Modules_At_Risk_Tutor_Needs_CSET.xlsx)

OR

- 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
  
- *Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation*

**General Enquiries:** **Mr. Lucky Chauke** Tel: (011) 471 3678  
 Email address: [Csettutorials@unisa.ac.za](mailto:Csettutorials@unisa.ac.za)

<b>SURNAME<sup>1</sup></b>						<b>Title</b>			
<b>FULL NAMES</b>									
<b>College/Faculty</b>		Unisa Learning Centre <i>(see advert)</i>							
<b>Academic Department</b>				<b>Position Reference</b>					
<b>Modules (Max of 3)</b>	1	2	3						
<b>Race</b>			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"/>
<b>Registered disability</b>			Total <input type="checkbox"/>	Partial <input type="checkbox"/>	Mental <input type="checkbox"/>	Physical <input type="checkbox"/>	Hearing <input type="checkbox"/>	Sight <input type="checkbox"/>	
<b>Identification number</b>						<b>Date of birth</b>			
<b>Income tax number</b>									
<b>Country of birth</b>						<b>Nationality</b>			
<b>Are you a South African citizen by birth?</b>			Yes <input type="checkbox"/>	No <input type="checkbox"/>	<b>If no indicate the date citizenship was acquired</b>				
<b>Foreign Nationals</b>									
<b>Passport no</b>		<b>Country of issue</b>		<b>Expiry date</b>					
<b>Work permit no</b>		<b>Type of permit</b>		<b>Expiry date</b>					
<b>Permanent residence status</b>			Yes <input type="checkbox"/>	No <input type="checkbox"/>	<b>Date granted</b>				
<b>Residential address</b>						<b>Postal address</b>			
<b>Postal code</b>						<b>Postal code</b>			
<b>Telephone numbers</b>		<b>Home</b>		<b>Work</b>					
		<b>Cell</b>		<b>E-mail (Compulsory)</b>					
<b>Emergency Contact Details</b>			<b>Relationship</b>	<b>Next of kin</b>	<b>Child</b>	<b>Spouse</b>	<b>Friend</b>		
<b>Initials &amp; surname</b>				<b>Tel no</b>					
<b>Current Studies</b>		<b>Qualification</b>		<b>Institution</b>					
<b>Qualifications<sup>2</sup></b>									
<b>Year completed</b>	<b>Qualification</b>					<b>Institution</b>			
<b>Signature</b>									

**For office use:**

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

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