

UNIVERSITY OF SOUTH AFRICA
COLLEGE OF SCIENCE, ENGINEERING AND TECHNOLOGY
INDEPENDENT CONTRACTORS: FACE-TO-FACE TUTOR POSITIONS 2018
(Ref: Independent ContraAllColl/face-to-face/2018)

Purpose: The purpose of the position is to facilitate learning at a UNISA Regional Centre; through face-to-face and/or videoconferencing tutorials; on Saturdays and/or weekday evenings in the subjects identified. Various tutor vacancies are available at the following UNISA Regional Centres:

General requirements:

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

Recommendation

- Own transport is recommended
- Teaching/tutoring experience will be an advantage
- Ability to work with diverse 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 required to work for 15 hours per module per semester and 30 hours for year modules (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

Face to face tutor positions are available in the College of Science, Engineering and Technology in the following Departments:

SCHOOL OF COMPUTING

- COS1511 - Introduction to Programming 1
- COS1512- Introduction to Programming 2
- COS2601 -Theoretical Computer Science 2
- COS2614 -Programming: Contemporary Concepts
- COS2621 -Computer Organization
- ICT1513 -Introduction to Web Design
- ICT2611 -Graphical User Interface Programming
- ICT2631 -Internet Programming
- INF3720 - Human-Computer Interaction II

SCHOOL OF SCIENCE

- MAT1503 – Linear Algebra
- MAT0511 – Access to Mathematics
- MAT1511 – Precalculus Mathematics B
- MAT1581 – Mathematics I (Engineering)
- MAT1613 – Calculus B
- MAT2691 – Mathematics II (Engineering)
- MAT3700 – Mathematics III (Engineering)
- STA1510 – Basic Statistics
- STA1610 – Introduction to Statistics
- SMI181Q – Science: Mining I

SCHOOL OF ENGINEERING

- ELE2601 -Electrical Engineering II (Theory)
- ELE1501- Electrical Engineering I (THEORY)
- ECT2601 -Electronics II
- SRV1501 -Surveying 1
- ELE1501 -Digital systems1 (Theory)
- DRW1501 -Drawing I: Civil Engineering

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

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: Email: Csettutorials@unisa.ac.za
 Mr Lucky Chauke Tel: 011 471 3678**

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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 2 months after the closing date of this advertisement, please accept that your application was not successful

Appointments will be made in accordance with Unisa's Employment Equity Plan.

We welcome applications from Persons with Disabilities



SURNAME¹				Title			
FULL NAMES							
College/Faculty				Unisa Learning Centre <i>(see advert)</i>			
Academic Department				Position Reference			
Modules <i>(Max of 3)</i>		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			
Foreign Nationals							
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>			
Emergency Contact Details		Relationship	Next of kin	Child	Spouse	Friend	
Initials & surname				Tel no			
Current Studies		Qualification		Institution			
Qualifications²							
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

REGIONAL LEARNING CENTRE CONTACT DETAILS

Region	Centre and Contact Person	Physical Addresses and Telephone numbers
Gauteng	Ekurhuleni Ms L Maile, Mr H Mothudi or Mr H Rakhomo	Unisa Ekurhuleni, Corner R51 & Brazil Street, Daveyton Tel: (011) 845 9378/60/62
	Florida Ms T Zililo or Ms A Lekgetha	Unisa Florida Campus, Phapha Building, 2 nd Floor, Corner Christian de Wet & Pioneer street Tel: (011) 471 2082/2298
	Johannesburg Mrs S. Primm or Ms M Makola or Mr A Nematandani	Unisa Johannesburg, 29 Rissik Street, Bram Fischer Building, 9th Floor Johannesburg. Tel: (011) 630 4510/07/06. Ms Shumaya Primm Ms Mosima Makola Mr Albert Nematandani 011 630 4514 011 630-4507 011 630 4528
	Pretoria Ms K Prithipaul Ms Madima/ Ms J Preesman Ms MC Molotja/ Ms RM Tefo.	Unisa Sunnyside (Thutong), Building 14, 2 nd floor Cnr Walker & Joubert streets. Tel (012) 441 5749/5750/5752/5777.
	Vaal triangle Mr T Modibedi	The Hangar Building, 1st floor, Cnr. Rhodes and Voortrekker, Vereeniging. Tel: 016 455 6300/4
Kwa-Zulu Natal	Durban Ms T Phewa	Unisa Durban, 230 Stalwart Simelane (Stanger) Street Tel: (031) 335 1749/50/1751
	Durban Mrs F. Govender	Unisa Durban, Room 305, 221 Dr Pixley KaSeme (West) Street. Tel: (031) 335 8110/ 8112/ 8127
	Richards Bay Dr MV Ndlovu or Mr T Miya	Lot 11637 Block C, Veld en Vlei, Richards Bay , 3900 Tel: (031) 335 8132 /(035) 789 3501
	Mbizana Dr J Mouton	R51 Wild Coast Sun, Mzamba Beach , Bizana Tel: (031) 335 8127/(039) 305 6455
	Pietermaritzburg Mrs P Shezi or Mr M Mkhize	Unisa Pietermaritzburg, Room 22 or 23 Government House, 1Langalibalele street. Tel: (033) 355 1734/1736
	Newcastle Mrs P Shezi/Mr M Ferreira	c/o Sutherland and Harding Street Tel: (034) 326-3105 (033) 355 1734 (031)335 8116
Eastern Cape	East London Ms N Kenqu	10 St Lukes Road, Southernwood, East London Tel: (043) 743 9246 or (043) 709 0437
	Mthatha Mrs T Holomisa	32 Cnr Victoria & York Rd Str, Economic Affairs Building Tel. (047) 531 5002/3/7
	Port Elizabeth Ms N Lallie or Ms R Daya	Greyville House, Cnr Greyville & Ring road, Green Acres Tel: (041) 363 1070
Western Cape	George Ms P Mphasane	1 Joubert Plaza, 100 Meade Street, George, 6529 Tel: (044) 884 1300
	Parow Ms B Harding	Unisa Parow, 15 Jean Simonis Street Tel: (021) 936 4161/4154/4121

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Region	Centre and Contact Person	Physical Addresses and Telephone numbers
Limpopo	Polokwane <i>(including Giyani, Lephalale and Makhado)</i> Mrs M Vermeulen	Unisa Polokwane, 23A Landros Mare Str, 1 st Floor Tel: (015) 290 3405 or (015) 290 3443
	Nelspruit Mr V Mkhwanazi & Mr Bafana Mavimbela	Unisa Nelspruit, Standard Bank Centre: 1st Floor, 31 Brown Street. Tel: (013) 755 2476
Mpumalanga	Middelburg Mr F Serogole & Mr T. Sifundza	Unisa Middelburg, Cnr Walter Sisulu & Bhimy Damane Str, Town Square Building, Ground Floor, 1055. Tel: (013) 243 4709
	Bloemfontein <i>(including Qwaqwa)</i> Ms K Shale	Unisa Bloemfontein, NRE House, 2 nd Floor, 161 Zastron Street. Tel: (051) 411 0440/0452
Midlands	Kimberley <i>(Including Kuruman & Upinton)</i> Mrs M Louw	Unisa Kimberley, 62 Suite, North Cape Mall, Opposite Game First floor. Memorial RD. Tel: (053) 832 6391
	Kroonstad Ms EK. Buys	NFS Building 1 st floor, 36 Brand Street, Kroonstad. Tel: (056) 213 2053
	Rustenburg Mr M Khorombi or Ms MB Manaka	Office 50, UNISA building (1 st Floor), Cnr. OR Tambo & Steen Street. Tel: (011) 670 9513 or (011) 670 9518
	Potchefstroom Mr MF Mavhungu	12 Stil Street (corner of Stil & Goedtz Streets), Potchefstroom. Tel: (011) 670 9800
	Mafikeng Ms M Qelesile	29 Main Street, (Cnr Main & Warren Streets, opposite ABSA Bank). Tel: (018) 381 6617

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