

**UNIVERSITY OF SOUTH AFRICA
COLLEGE OF LAW**

**INDEPENDENT CONTRACTORS
(Face-to-Face Tutors)**

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.

East London, Port Elizabeth, Mthatha, Parow, George, Durban, Newcastle, Pietermaritzburg, Richards Bay, Mbizana, Johannesburg, Florida, Pretoria, Ekurhuleni, Vaal, Polokwane, Giyani, Makhado, Lephalale, Bloemfontein, Kroonstad, Mahikeng, Rustenburg, Kimberley, Qwaqwa, Kuruman, Uppington Potchefstroom, Middelburg, Nelspruit, , East London and Port Elizabeth.

Duties

Face-to-Face Tutors will have the following duties:

1. Facilitate delivery of tutorial material
2. Manage students' learning experiences face-to-face
3. Facilitate students' interactions with their peers face-to-face
4. Provide students with the required support face-to-face

General requirements

- Ability to work with adult learners.
- Willingness to undergo training on various aspects of tutoring.
- Teaching/tutoring experience will be an advantage.
- Excellent facilitation skills
- Friendly, patient and sensitive to diversity of students
- Proficiency in English
- Have passion for student-centred learning

Recommendation: Own transport is recommended

Face to Face tutor positions are available in the College of Law in the following Schools per NQF level:

SCHOOL OF CRIMINAL JUSTICE

NQF LEVEL 6

POLICE PRACTICE

- PRF2601 INTRODUCTION TO PROFESSIONALISM FOR POLICING IIA

Specific requirements

- B-Tech Policing
- 10 years' experience in a policing environment could also be a psychologist/social worker/chaplan
- A person who is in a management position
- Is/was involved in training/facilitation of training of police official

NQF LEVEL 7

CRIMINOLOGY

- CMY3701 THE EXPLANATION OF CRIME

- CMY3706 CONTEMPORARY CRIMINOLOGICAL ISSUES
- CMY3708 QUALITATIVE RESEARCH METHODOLOGY IN CRIMINOLOGY
- CMY3709 QUANTITATIVE RESEARCH METHODOLOGY IN CRIMINOLOGY

Specific requirements:

- BA Hons Degree in Criminology of higher qualification will be considered

SECURITY SCIENCE

- SEP3701 APPLIED SECURITY RISK MANAGEMENT
- SEP3705 SECURITY TECHNOLOGY AND INFORMATION SECURITY III

Specific requirements:

- Diploma in Security Management – 98221 (New curriculum) which includes the Corporate Investigations III (SEP3703)
- B-Tech Security Management (required)
- Sufficient relevant experience in investigations either in the security environment or within the SAPS

POLICE PRACTICE

- FOI401F FORENSIC INTERVIEWING IV

Specific requirements:

- Have completed the B-Tech: Forensic Investigation degree
- At least 5 years' practical detective experience within the SAPS environment

- FOM401F FORENSIC METHODS AND TECHNIQUES IV

SCHOOL OF LAW

Requirements:

- An LLB Degree, with the relevant subject as a major.
- **Only applicants with a relevant Master's degree may apply for the NQF level 8 modules**

NQF LEVEL 5

CRIMINAL & PROCEDURAL LAW

- CML1501 COMMUNICATION LAW
- CRW1501 INTRODUCTION TO THE GENERAL PRINCIPLES OF CRIMINAL LAW

JURISPRUDENCE

- SCL1501 SKILLS COURSE FOR LAW STUDENTS

PUBLIC, CONSTITUTIONAL & INTERNATIONAL LAW

- CPD1501 CITIZENSHIP, PUBLIC PARTICIPATION AND DEMOCRACY

NQF LEVEL 6

CRIMINAL & PROCEDURAL LAW

- CRW2601 GENERAL PRINCIPLES OF CRIMINAL LAW

NQF LEVEL 7

MERCANTILE LAW

- MRL3701 INSOLVENCY LAW
- MRL3702 LABOUR LAW

PRIVATE LAW

- PVL3701 LAW OF PROPERTY
- PVL3702 LAW OF CONTRACT

NQF LEVEL 8

JURISPRUDENCE

- LJU4801 LEGAL PHILOSOPHY

MERCANTILE LAW

- LML4805 INSURANCE LAW
- LML4807 BANKING LAW AND USAGE

The Unisa Regional Learning Centres at which the above advertised vacancies exist are listed below:

https://irec.unisa.ac.za:4443/OA_HTML/2018_Modules_At_Risk_Tutor_Needs_CLAW.xlsx

- Your application form (see last page) must be accompanied by a COMPREHENSIVE CURRICULUM VITAE and;
 - identity document (*Non-SA applicants may apply with passport, work permit, permanent residence permit or proof. However the prescribed policy and procedures 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

Closing Date: 04 August 2017

General Enquiries: Ms Mildred Moshodi – 012 429 8396

Assumption of duty: February 2018

Applications must be submitted to the following:-

REGIONAL LEARNING CENTRE CONTACT DETAILS		
Region	Centre and Contact Person	Physical Addresses and Telephone numbers
Gauteng	Ekurhuleni Mr H Mothudi Mr H Rakhomo Ms L Maile	Unisa Ekurhuleni, Corner R51 & Brazil Street, Daveyton Tel: (011) 845 9378/60/62
	Florida Ms T Zililo Ms A Lekgetha	Unisa Florida Campus, Phapha Building, 2 nd Floor, Corner Christian de Wet & Pioneer street Tel: (011) 471 2082/2298
	Johannesburg Mr A Nematandani Ms M Mafogo	Unisa Johannesburg, 29 Rissik Street, Bram Fischer Building, 9th Floor Johannesburg. Tel: (011) 630 4504/06
	Pretoria Ms R Tefo Ms L Sibiya	Unisa Sunnyside (Thutong), Building 14, 2 nd floor Cnr Walker & Joubert streets. Tel (012) 441 5758/77
	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/ Ms M Moni	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

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Region	Centre and Contact Person	Physical Addresses and Telephone numbers
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
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
Mpumalanga	Nelspruit Mr V Mkhwanazi & Mr Bafana Mavimbela	Unisa Nelspruit, Standard Bank Centre: 1st Floor, 31 Brown Street. Tel: (013) 755 2476
	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
Midlands	Bloemfontein Ms K Shale	Unisa Bloemfontein, NRE House, 2 nd Floor, 161 Zastron Street. Tel: (051) 411 0440/0452
	Kimberley Mrs M Louw	Unisa Kimberley, 62 Suite, North Cape Mall, Opposite Game First floor. Memorial RD. Tel: (053) 832 6391
	Kroonstad Mr B Tshabangu	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

SURNAME¹												Title					
FULL NAMES																	
College/Faculty		Unisa Learning Centre (<i>see advert</i>)															
Academic Department												Position Reference					
Modules (Max of 3)		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"/>		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											
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 (Compulsory)							
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/Orad number	
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Task Number	
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¹ To be completed by incumbent

² From highest to lowest