UNIVERSITY OF SOUTH AFRICA
ONLINE INDEPENDENT CONTRACTORS (E-TUTORS)
COLLEGE OF EDUCATION
SCHOOL OF TEACHER EDUCATION
(Ref.NMasw/ E-tutor/Contr/CEDU)

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.

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.
- Teach the module content and support students on an online platform.
- 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 Internet connection at your own cost.
- Only applicants with the relevant M. Ed/PhD degree in Education or equivalent Masters /Doctoral degree and/or teaching experience will be considered.
- **Please do not apply if you are currently appointed as a Unisa e-tutor, marker or teaching assistant.**
- Shortlisted candidates will have to undergo virtual or face-to-face interview and training.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Experience in teaching. (ODeL teaching experience will be an added advantage).
- Advanced computer and Internet skills i.e. no training will be provided in using software packages and Internet sites. e.g. Word, Excel, PowerPoint, Outlook and MS Teams.
- Advanced communication skills and proficiency in English (students communication will mostly be text based via myUnisa and discussion forums).
- Knowledge of the discipline applying for.
- Knowledge of e-learning theories and best practices for online teaching and learning.
- Understanding the diverse backgrounds and learning needs of students, especially in an open and distance e-learning environment.
- Clear, engaging and responsive communication skills for effective interaction with students online.
- Proficiency in digital tools for creating, sharing and evaluating online materials, and handling digital communication tools.

- Ability to build and provide support for students.
- Ability to manage time effectively, balancing the demands of online teaching with providing timely feedback and engaging in discussions.
- Capacity to create a supportive, inclusive and interactive online learning environment that fosters student engagement.
- Ability to address student challenges and solve issues related to module content.
- Ability to work under pressure with adherence to deadlines and a passion for student-centered learning.
- Friendly, patient and sensitive to diverse student population.

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).

E-tutoring positions are available in the College of Education in the following Departments:

Department of Early Childhood Education & Development

Specific Requirements:

- Applicable and relevant equivalent to **NQF level 9** (MEd/MPhil/MTech/MEd OR **NQF level 10** (e.g. PhD/DEd/DPhil/DTech) **Foundation Phase or Early Childhood Education or any related disciplines.**
- At least 5-years teaching experience (primary) or relevant experience in the education field (TVET College /University)
- At least 3-years subject methodology teaching experience (CAPS school) or 5-years relevant experience in the education field (TVET College /University)

Module	ENC1501	English Teaching for communication.
Module	EML1501	Emergent Literacy.
Module	MFP1501	Mathematics for FP Teachers.
Module	MFP2601	Management in Foundation Phase.
Module	LSK3701	Life Skills: Science & Technology in Foundation Phase.
Module	LSP1501	Life skills: Physical Education, Creative Art & Music in Foundation Phase.
Module	FMT3701	Foundation Phase Mathematics Teaching.
Module	FLT3701	First Additional Language Teaching.

Module	FPT3701	Foundation Phase Teaching.
Module	RDF2601	Resource Development in Foundation Phase.
Module	RFP2601	Reading in the Foundation Phase English.
Module	HED2601	History of Education in Foundation Phase.
Module	HLT3701	Home Language Teaching.
Module	CDE3701	Children Development.

Department of Science and Technology Education

Specific Requirements:

- M.Ed./Ph.D. in Science/Natural Science or Technology Education
- At least 5 years of teaching experience (primary or secondary) or relevant experience in the education field (TVET College /University)
- At least 3-years subject methodology teaching experience (CAPS school) or 5-years relevant experience in the education field (TVET College /University)

Module	NST2602	Natural Science and Technology for the classroom 4
Module	PSC1501	Practical Science for the Classroom
Module	NST1502	Natural Science and Technology for Classroom II
Module	CIC2601	Computer Integration in the Classroom
Module	TMS3733	Teaching Technology in the Senior Phase

Department of Mathematics Education

Specific Requirements: M.Ed./MSc/Ph.D. in Mathematics Education (with **Mathematics** or **Statistics** as a major subject).

Module	OPM1501	Orientation to Intermediate Phase Mathematics.
Module	TMN3704	Teaching Mathematics in the intermediate phase
Module	MTE1501	Mathematics for Teacher 1.
Module	MTE1502	Mathematics for Intermediate Phase Teachers III: Space, Shape & Measurement In Intermediate Phase Mathematics.
Module	MIP1501	Mathematics for Intermediate Phase Teachers I.
Module	MIP1502	Mathematics for Intermediate Phase Teachers II.

Module	MIP2601	Mathematics for Intermediate Phase Teachers III.
Module	MIP2602	Mathematics for Intermediate Phase Teachers IV.

Department of Curriculum and Instructional Studies

Module　　　　**AED3701**　　　　**Assessment in Education**

Specific requirements:

- Minimum of a master's degree in education. A specialisation in Assessment, or Curriculum Studies will be advantageous.
- Demonstrated teaching experience, preferably at the higher education level.
- Prior experience in e-tutoring, online teaching, or facilitating distance learning is highly desirable.

Module　　　　**TMN3706**　　　　**Teaching Social Sciences in Intermediate & Senior Phase.**

Specific requirements:

- Minimum academic qualifications: MED in Social Sciences (with a focus on History and Geography)
- Teaching experience: A minimum of two years

Department of Language Education, Arts and Culture

Module　　　　**ICA1501**　　　　**Introduction to Creative Arts**

Specific requirements: MA in Arts Education/PhD in Arts Education, A qualification in Creative Arts, MA/PhD In Fine Arts/Visual Arts/Drama/Dance/Design or Music or any related in the broad Arts fields e.g. Fashion design, Graphic Design linked to education (PGCE or HED) etc.

Module　　　　**VAP2601**　　　　**Visual and performing Arts**

Specific requirements: MA in Arts Education/PhD in Arts Education, A qualification in Creative Arts, MA/PhD In Fine Arts/Visual Arts/Drama/Dance/Design or Music or any related in the broad Arts fields e.g. Fashion design, Graphic Design linked to education (PGCE or HED) etc.

Module　　　　**EST1501**　　　　**Academic Proficiency in Education for Student Teachers.**

Specific Requirements: M. Ed/MA/PhD with specialisation in language education.

Module　　　　**TMN3701**　　　　**Teaching Language First Additional Language in IP**

Specific Requirements: M. Ed/MA/PhD with specialisation in language education.

Module　　　　**TMN3702**　　　　**Teaching Language Home Language in Intermediate Phase**

Specific Requirements: M. Ed/MA/PhD with specialisation in language education.

To apply, you need to do the following:

Please complete the application form and attach the required supporting documents by clicking on this link: https://bly.to/TFEIPs7

Required supporting documents to attach:

- o Comprehensive curriculum vitae
- o certified copy (within the previous three months) of highest educational qualification.
- o certified copy (within the previous three months) of academic transcript.
- o certified copy (within the previous three months) of your identity document/passport.
- o certified copy (within the previous three months) of your valid permit (foreign applicants).
- o certified copy (within the previous three months) of SAQA verification of foreign qualifications (if applicable)

Gross Remuneration: R9711.00

Closing Date: **20 December 2024** (Application forms must be completed by the close of business at 16:00)

General Enquiries: Ms N Maswanganye: Tel: (012) 481 2706.
                                   Mr T Maphala Tel: (012) 481 2857

                                   CEDUETUTORS@unisa.ac.za.

Assumption of duty: The shortlisted candidates will have to undergo virtual interviews and thereafter they will attend online training that will equip them with all the relevant information to assist them to understand their roles.   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.**

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

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.