

UNIVERSITY OF SOUTH AFRICA
ONLINE INDEPENDENT CONTRACTORS (E-TUTORS)
COLLEGE OF EDUCATION
SCHOOL OF EDUCATIONAL STUDIES
(Ref.TMaph/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 Educational Leadership & Management

Specific Requirements: A qualified professional teacher
M.Ed. /PhD or equivalent in Educational Leadership & Management

Module TAM2601 The teacher as a classroom manager

Educational Foundations

Specific Requirements: A qualified professional teacher
M.Ed. /Ph.D or equivalent in Educational Foundations

Module: SED2601 **Sociology of Education**

The candidate should know sociology theories (conflict/Marxism, functionalism, and symbolic interactionism theory) and their link to education.

Module: SAE3701 **South African Education System**

Must have a background knowledge of the changes in South African curriculum through the different eras from the pre-colonial era to the present dispensation.

Inclusive Education

Specific Requirements: A qualified professional teacher
M.Ed. /PhD or equivalent in Inclusive Education

Module: DPP1501 Diversity, Pedagogy and Practice

Module: IEA1501 Inclusive Education Approaches

Module: INC3701 Inclusive Education

Module: IFP3701 Inclusive Education in the Foundation Phase

Psychology of Education

Specific Requirements:

- Applicable and relevant equivalent to NQF level 9 (e.g. MEd/MPhil/MTech/MEd) OR NQF 10 (e.g. Ph.D/DEd/DPhil/DTech) specialisation in Psychology of Education/Educational Psychology or any related disciplines.
- At least 5-years 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:	IPS1501	Introduction to personal and social wellbeing
Module:	CAD1501	Child and Adolescent Development
Module:	CSP2601	Care and support for personal and social wellbeing
Module:	TMN3703	Teaching life skills
Module:	TMS3722	Teaching life orientation in SP
Module:	PED3701	Psychology of Education
Module:	GCS1501	Guidance, Counselling and Life Skills Development

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/3amD3C8>



Required supporting documents to attach:

- Comprehensive curriculum vitae
- certified copy (within the previous three months) of highest educational qualification.
- certified copy (within the previous three months) of academic transcript.
- certified copy (within the previous three months) of your identity document/passport.
- certified copy (within the previous three months) of your valid permit (foreign applicants).
- 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 or face-to-face 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.