

UNIVERSITY OF SOUTH AFRICA
COLLEGE OF ECONOMIC AND MANAGEMENT SCIENCES
TUTOR POSITIONS
(Ref/Tjika/F2F-tutor2024)

Purpose: The purpose of the job is to facilitate learning at a UNISA Regional Centre through hybrid mode (face-to-face and/or online tutorials) on Saturdays and/or weekday evenings in the subjects identified.

Duties

Tutors will have the following duties:

- Facilitate delivery of tutorial material
- Manage students' learning experiences
- Facilitate students' interactions with their peers
- Provide students with the required support
- Perform related academic administrative responsibilities
- Be accessible to guide student in completing quality assessment
- Alert and guide students of academic integrity matter/transgressions

General Requirements:

- A minimum of a master's degree and preferably a Doctoral Degree in the relevant field.
- Ability to work with adult learners.
- Willingness to undergo training on various aspects of tutoring.
- Teaching/tutoring experience will be an advantage.
- Understanding teaching and learning in an ODeL context.
- Familiar with online tutoring systems and technology
- Demonstrate basic computer literacy
- Good Interpersonal skills
- Own electronic device and data (access to internet at own cost)
- Friendly, patient, and sensitive to a diversity of students

Recommendation:

- Own transport is recommended
- Advanced communication skills, and proficiency in English

Tutor positions are available in the College of Economic & Management Sciences in the following Schools:

SCHOOL OF ECONOMIC AND FINANCIAL SCIENCES (with specific requirements for the module(s) below)

1. Any relevant master's or Doctoral Degree (NQF10 qualification) with preceding qualifications including modules in the following fields: Applied Mathematics, Computer Science, Data Science, Engineering, Mathematics, Operations Research, Physics, Quantitative Management, Statistics, Economics, Banking, Credit Management, Financial Management, Risk Management, Investments, Insurance or any relevant field.
2. Shortlisted candidates will be required to write a module assessment for the designated module.

- QMI1500 ELEMENTARY QUANTITATIVE METHODS
- BNU1501 BASIC NUMERACY
- DSC1520 QUANTITATIVE MODELLING
- DSC1630 INTRODUCTORY FINANCIAL MATHEMATICS
- DSC2602 RATIONAL DECISION MAKING

- DSC2604 FINANCIAL MODELLING
- DSC2605 LINEAR MATHEMATICAL MODELLING
- DSC2606 NON-LINEAR MATHEMATICAL MODELLING
- DSC3705 FINANCIAL RISK MODELLING
- ECS1500 ECONOMICS 1500
- ECS1501 ECONOMICS IA
- ECS1601 ECONOMICS IB
- ECS2601 MICROECONOMICS
- ECS2602 MACROECONOMICS
- ECS3701 MONETARY ECONOMICS
- ECS3702 INTERNATIONAL TRADE
- ECS3703 INTERNATIONAL FINANCE
- ECS3704 PUBLIC ECONOMICS
- ECS3705 HISTORY OF ECONOMIC THOUGHT
- BAN1502 BANKING: FUNDAMENTAL PRINCIPLES
- FIN3701 FINANCIAL MANAGEMENT
- FMA401V FINANCIAL MANAGEMENT IV
- INV2601 INVESTMENTS: AN INTRODUCTION
- INV3701 INVESTMENTS: EQUITY ASSET VALUATION
- INV3702 INVESTMENTS: FIXED INCOME ANALYSIS
- INV3703 INVESTMENTS: DERIVATIVES
- RSK1501 RISK MANAGEMENT FOR BANKING

SCHOOL OF PUBLIC AND OPERATION MANAGEMENT with specific requirements for the module(s) below)

1. Any relevant Master's or Doctoral Degree (NQF10 qualification) with preceding qualifications including modules in the following fields: Applied Mathematics, Computer Science, Data Science, Engineering, Mathematics, Operations Research, Physics, Quantitative Management, Public Administration, Supply Chain Management, Entrepreneurship, Tourism, Transport, Logistics, Statistics, or any relevant field.
2. Shortlisted candidates will be required to write a module assessment for the designated module.

- MNE3704 FAMILY BUSINESS MANAGEMENT
- MNE3702 CORPORATE ENTREPRENEURSHIP
- MNO3701 PRODUCTION AND OPERATIONS MANAGEMENT
- PMN201P PROJECT MANAGEMENT II
- SMN301S SAFETY MANAGEMENT III
- SMN401S SAFETY MANAGEMENT IV
- SPP201S SAFETY PRINCIPLES AND PRACTICE II
- ICO301P INTERSECTORAL COLLABORATION III
- LGF161Y LOCAL GOVERNMENT FINANCE I
- LGM111P LOCAL GOVERNMENT MANAGEMENT I
- PFM201P PUBLIC FINANCIAL MANAGEMENT II
- PDD101P PUBLIC DECISION-MAKING I
- PFP301P PUBLIC FINANCIAL AND PROCUREMENT MANAGEMENT III
- PLM201P PUBLIC PROCUREMENT AND LOGISTICS MANAGEMENT II
- PUB1504 PUBLIC RESOURCE MANAGEMENT I
- PUB1505 PUBLIC SUPPLY CHAIN MANAGEMENT
- PUB1503 LOCAL GOVERNMENT FUNCTIONS
- PUB1508 PUBLIC SERVICE DELIVERY
- PUB2601 FOUNDATIONS OF PUBLIC ADMINISTRATION
- PUB2603 CREATION OF WEALTH
- PUB3701 PUBLIC MANAGEMENT SKILLS
- PUB2615 PROJECT MANAGEMENT IIA
- PUB2612 LOCAL GOVERNMENT FINANCE
- PMN201P PROJECT MANAGEMENT II

SCHOOL OF BUSINESS MANAGEMENT (with specific requirements for the module(s) below)

1. Any relevant Masters or Doctoral Degree (NQF10 qualification) with preceding qualifications including modules in the following

fields: Applied Mathematics, Computer Science, Data Science, Engineering, Mathematics, Operations Research, Physics, Quantitative Management, Statistics, or any relevant field.

2. Shortlisted candidates will be required to write a module assessment for the designated module.

- MNM1503 INTRODUCTION TO MARKETING
- MNM1506 INTRODUCTION TO MERCHANDISING
- MNM1522 FUNDAMENTALS OF BRANDING
- MNM1524 RETAIL STORE MANAGEMENT
- MNM1525 FUNDAMENTALS OF RETAIL BUYING
- MNM1601 PRINCIPLES OF MARKETING MANAGEMENT
- MNM2615 MARKETING IN AFRICA
- MNM2604 BUSINESS-TO-BUSINESS MARKETING
- MNM3711 INTERNATIONAL MARKETING
- MNM2614 PRODUCT AND PRICE MANAGEMENT
- MNN3701 CORPORATE CITIZENSHIP
- MNM3702 MARKETING RESEARCH
- MNM3709 STRATEGIC MARKETING
- MNM3708 RETAIL MANAGEMENT
- MNM3703 SALES MANAGEMENT
- HRD1501 INTRODUCTION TO HUMAN RESOURCE DEVELOPMENT
- HRM2602 HUMAN RESOURCE MAINTENANCE
- HRM2604 PERFORMANCE MANAGEMENT PRACTICES
- HRM2605 HUMAN RESOURCE MANAGEMENT FOR LINE MANAGERS
- HRM3704 CONTEMPORARY ISSUES IN HUMAN RESOURCE MANAGEMENT
- HRM3706 PERFORMANCE MANAGEMENT
- LRM1501 INTRODUCTION TO LABOUR RELATIONS MANAGEMENT
- LRM2601 LABOUR RELATIONS MANAGEMENT: MACRO
- LRM3702 LABOUR RELATIONS MANAGEMENT: MICRO
- RME101Q RESEARCH METHODOLOGY
- IOP1502 CUSTOMER SERVICE IN TOURISM
- IOP2601
- BSM2602 BUSINESS MANAGEMENT IIB
- BSM3701 BUSINESS MANAGEMENT IIIA
- BSM3702 BUSINESS MANAGEMENT IIIB
- MND3701 MANAGEMENT IIIA
- MND2601 MANAGEMENT IIA
- MNG2602 CONTEMPORARY MANAGEMENT ISSUES
- MNG3701 STRATEGIC PLANNING IIIA
- MNG3702 STRATEGIC IMPLEMENTATION AND CONTROL IIIB

To apply, you need to do the following:

- 1) Access the application form on the link provided is compulsory (<https://forms.office.com/r/dp8YQggnVv>)
- 2) **Please forward your scanned and certified copies (certified within the previous six months) of the following documents to the email addresses provided for the Regional office you are applying for:**
 - 4.1 Certified copy (within the previous six months) of matric certificate
 - 4.2 Certified copy (within the previous six months) of highest educational qualification
 - 4.3 Certified copy (within the previous six months) of academic transcript
 - 4.4 Certified copy (within the previous six months) of your identity document/passport
 - 4.5 Certified copy (within the previous six months) of your valid permit (foreign applicants)
 - 4.6 Certified copy (within the previous six months) of SAQA verification of foreign qualifications (if applicable)

and;

- 4.7 A comprehensive curriculum vitae

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

| Regional Offices | E-mail Address (send supporting documents to this email address) |
|------------------|--|
| Makhado | North-Eastern1@unisa.ac.za |
| Polokwane | |
| Giyani | |
| Nelspruit | |
| Middleburg | |
| East London | Easterncape1@unisa.ac.za |
| Gqeberha | |
| Mthatha | |
| Parow | Westerncape1@unisa.ac.za |
| George | |
| Sunnyside | Gauteng1@unisa.ac.za |
| Johannesburg | |
| Vaal | |
| Ekurhuleni | |
| Florida | |
| Rustenburg | Midlands1@unisa.ac.za |
| Potchefstroom | |
| Bloemfontein | |
| Kimberly | |
| Kroonstad | |
| Mahikeng | |
| Durban | Kwazulu-Natal1@unisa.ac.za |
| Pietermaritzburg | |
| RichardsBay | |
| Newcastle | |

Closing Date: 12 October 2023

General Enquiries:

Mr Meshack Maelane Tel: 012 429 6336

Mr Donald Tjikana Tel: 012 481 2913

Assumption of duty: February 2024

Remuneration R 389,35 Per hour (including travel)

UNISA reserves the right to authenticate all qualifications without further consent from the applicant. Late, incomplete and incorrect applications will not be considered.

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



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|---|--|---|--|----------------------------------|--|--|--|-----------------------------------|--|----------------------------------|--|--------------------------------|--|---|--|-----------------------------|--|--|--|
| 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 <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 | | | | | | | |
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| Signature | | | | | | | | | | | | | | | | | | | |

For office use:

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|-----------------------------------|--|--|--|--|--|--|--|--|--|--|
| Claim System number/Oracle number | | | | | | | | | | |
| Task Number | | | | | | | | | | |

¹ To be completed by incumbent

² From highest to lowest