

UNIVERSITY OF SOUTH AFRICA
ONLINE INDEPENDENT CONTRACTORS (E-TUTOR POSITIONS)
COLLEGE OF SCIENCE ENGINEERING AND TECHNOLOGY
SCHOOL OF ENGINEERING
(REF: E-Tutor/Contr/CSET 2025)

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 Teaching Assistant on an independent contract basis.

General requirements:

Experience with teaching in an ODeL environment.

Qualifications as per specific requirements are determined by the College on the Unisa website.

E-TUTOR will have the following duties:

- Provide students with online academic and technical support.
- Facilitate online delivery of tutorials.
- Manage students' online learning experiences.
- Facilitate students' online interactions with their peers.
- Respond to students' queries within 48 hours.

REQUIREMENTS:

To be considered as an E-Tutor you must meet the following requirements:

- A Master's degree but preferably a PhD in Engineering
- A research reflection and portfolio for both academic and non-academic
- Not be a Unisa Fixed Term or Permanent staff member.
- Ongoing access to Internet connection at your own cost.
- Own copies of software packages that may be required for teaching e.g. Internet browsers, word processing etc.
- Please do not apply if you are currently appointed as a Unisa e-tutor or Teaching Assistant.

SKILLS REQUIRED:

- Advanced computer and Internet skills i.e. no training will be provided in using software packages, Internet sites or emails.
- Advanced communication skills and proficiency in English (students communication will mostly be text based via Moodle and discussion forums).
- Commitment to meeting deadlines and a passion for student-centred learning.
- Friendly, patient and sensitive to a diversity of 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 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) (including marking).

E-Tutor positions are available in the College of Science Engineering and Technology in the following Department:

COLLEGE OF ENGINEERING (CSET)

Modules Advertised

CIVIL AND ENVIRONMENTAL ENGINEERING AND BUILDING SCIENCE

- TRE2601: Transportation Engineering
- CDW2602: Drawings II
- SUR1501: Surveying I
- GEO3701: Geology for Engineers
- WRM3701: Water Infrastructure and Resources Management
- TPG3700: Transportation Engineering, Pavement and Geometric Design
- CMT3700: Construction Materials
- EEN3700: Environmental Engineering
- APM3715: Numerical Methods for Civil Engineers I
- FIM3701: Civil Engineering Financial Management
- SAN3701: Structural Analysis IV A

Chemical and Materials Engineering Department

- DRC1501: Drawing: Chemical Engineering
- BCE4801: Biochemical Engineering
- EPE4801: Environmental Process Engineering and Design
- PDP3702: Process Design Project
- REE3701: Advanced Reaction Engineering
- SPP3701: Separation Principles II

INDUSTRIAL AND ENGINEERING MANAGEMENT Department

- EQM3701: Engineering Quality Management
- FEW2601: Engineering Work Study
- PSE3701: Production and Systems Engineering
- SYS4801: Systems Engineering

MECHANICAL BIORESOURCES AND BIOMEDICAL ENGINEERING Department

- MFL1601: Mechanics of Fluids I
- MFL2602: Mechanics of Fluids II
- MEN1501: Maintenance Engineering IA
- MEN3701: Maintenance Engineering III
- TDY2602: Thermodynamics II
- SME3701: Solid Mechanics IV
- HMT4801: Heat and Mass Transfer

ELECTRICAL AND SMART SYSTEMS ENGINEERING Department

- ESP3701: Digital Signal Processing III
- ELA1501: Electronics I
- EHF3701: High Frequency Electronics

MINING, MINERALS AND GEOMATICS ENGINEERING Department

- ENM2601: Engineering Management I
- MSV1501: Mine Survey and Valuation I
- MIN2611: Mine Environmental Engineering I
- MIN1601: Mine Engineering and Equipment I
- MIN3705: Mining IIIB

To apply, you need to do the following:

- 1) Complete the form below (see the last page)
- 2) Please attached scanned certified copies of your qualifications, ID, Academic transcript and work permit (within the previous three months)
- 3) Comprehensive curriculum vitae.
- 4) The required documents should be submitted as a single file (one attachment) to the email provided below

Gross Remuneration: R11202.80

Closing Date: 11-June-2025 (Application have to be emailed before close of business at 16:00)

General Enquiries: Mr Emanuel Mashimbye: Tel: 011 471 3678

The applications should be emailed to: CSETETUTOR@unisa.ac.za

Assumption of duty: The shortlisted candidates will have to undergo a virtual interview and training. Completion of the prescribed training on various aspects of Teaching Assistant 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.

APPLICATION FORM

HR-CA

Teaching Assistant

SURNAME¹				Title			
FULL NAMES							
College				Department (see advert)			
Modules: Max of 3					Tel no		
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				
Foreigner							
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				Fax		
	Cell				email address		
Emergency Contact Details	Relationship		Next of kin	Child	Spouse	Friend	
Initials & surname					Tel no		
Are you currently a registered UNISA student?	Yes <input type="checkbox"/> No <input type="checkbox"/>		Student no				
Qualifications²							
Year completed	Qualification				Institution		
Signature							

For office use:

Claim System number/Oracle number							
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Task Number							
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¹ To be completed by incumbent

² From highest to lowest