

**UNIVERSITY OF SOUTH AFRICA**  
**ONLINE INDEPENDENT CONTRACTORS (E-TUTORS)**  
**COLLEGE OF ACCOUNTING SCIENCES**

**AUDITING, FINANCIAL ACCOUNTING, MANAGEMENT ACCOUNTING AND TAXATION**

UNISA is the only publicly funded institution in South Africa dedicated to distance education. In keeping with its mandate as a comprehensive, open and distance learning tertiary institution offering a variety of academic and career-focused programmes, the University is inviting applications for services as Online Tutors (E-tutors) on an independent contract basis.

**DUTIES**

**E-Tutors will have the following duties:**

1. Facilitate online delivery of tutorials
2. Manage students' learning experiences online
3. Facilitate students' interactions with their peers online
4. Provide students with academic and technical support online
5. Be ready to receive and implement instructions from Academics

**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 own cost**
- **Minimum of an Honours ' degree in the subject that you would like to tutor' or a 4 year professional degree in Accountancy or a Postgraduate Diploma in Accountancy or a Postgraduate Diploma in Applied Accountancy.**
- Own copies of software packages that may be required for teaching e.g. Internet browsers, Word processing etc.
- Advanced computer and Internet skills i.e. no training will be provided in using software packages, Internet sites or email, own data
- Ability to use MS Teams
- Commitment to meeting deadlines and a passion for student-centered learning
- Advanced communication skills and proficiency in English (student communication will mostly be **text based** by email and discussion forums)
- Friendly, patient and sensitive to a diversity of students

**General Requirements**

- Ability to work with diverse students
- Willingness to undergo training on various aspects of tutoring.
- Teaching/tutoring experience will be an advantage

**As an Independent Contractor you will:**

- **Not be regarded as an employee of Unisa**
- Not be entitled to any benefits such as medical, office space, equipment, leave (including sick leave), etc in terms of the UNISA's conditions of service.
- Provide your own infrastructure i.e. your own computer, your own Internet access and any other office-related equipment.
- Not be based at a Unisa campus or any location linked to the University.

- Work on your own time in completing teaching tasks online (e.g. interacting with students on discussion forums, sending emails, etc for a *minimum* of 6 hours a week not exceeding a maximum of 24 hours a month (spread over a few days per week) to a total of 75hrs per semester.

### **Specific requirements**

- NQF5 & 6 module - B Com (Hons)(Accounting Sciences) or Hons B Compt or PG Diploma in Accounting Sciences
- NQF7 modules – Must be a CA(SA) and registered with SAICA or Masters in Accounting Sciences or Doctoral in Accounting Sciences or CIMA for Management Accounting

**E-tutoring positions are available in the College of Accounting Sciences in the following department:**

### **AUDITING**

- AUE2602 Corporate Governance in Accountancy
- AUE3761 The Audit Process
- AUE1501 Introduction to Auditing

### **FINANCIAL ACCOUNTING**

- FAC1601 Financial Accounting and Reporting
- FAC1602 Elementary Financial Accounting and Reporting
- FAC3761 International Financial Accounting
- FAC3762 International Group and Financial Accounting

### **MANAGEMENT ACCOUNTING**

- AIN2601 Practical Accounting Data Processing
- MAC2601 Principles of Management Accounting
- MAC3671 Management Accounting III

### **TAXATION**

- TAX3761 Taxation of business activities and Individuals

**To apply, you need to do the following the link:**

- Your application form below must be accompanied by a COMPREHENSIVE CURRICULUM VITAE and;
  - identity document (non-South African applicants may apply with: *passport, work permit, permanent residence permit or proof of nationalisation if applicable. However prescribed policy processes 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

**N:B Only one single pdf will be considered**

**Assumption of duty:** February 2022

**Closing Date:** 26 Nov 2021

**General Enquiries:** Ms Masegare Phaahla,  
[CASETUTOR@unisa.ac.za](mailto:CASETUTOR@unisa.ac.za)  
 Tel: (012) 429 8693

UNISA reserves the right to authenticate all qualifications without any 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 4 months after the closing date of this advertisement, please accept that

<b>SURNAME<sup>1</sup></b>				Title			
<b>FULL NAMES</b>							
College/Faculty		Unisa Learning Centre <i>(see advert)</i>					
Academic Department			Position Reference				
<b>Modules (Max of 3)</b>		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"/>
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			
<b>Foreign Nationals</b>							
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>			
<b>Emergency Contact Details</b>		Relationship	Next of kin	Child	Spouse	Friend	
Initials & surname				Tel no			
Current Studies		Qualification		Institution			
<b>Qualifications<sup>2</sup></b>							
<b>Year completed</b>		<b>Qualification</b>				<b>Institution</b>	
<b>Signature</b>							

**For office use:**

Claim System number/Oracle number									
Task Number									

<sup>1</sup> To be completed by incumbent  
<sup>2</sup> From highest to lowest