

**UNIVERSITY OF SOUTH AFRICA
ONLINE INDEPENDENT CONTRACTORS (E-TUTORS)
COLLEGE OF AGRICULTURE AND ENVIRONMENTAL SCIENCES**

(Ref. eTUTOR/CAES/July2024)

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 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.

E-Tutors 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

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.
- Minimum of Masters' degree but preferably a PhD in the appropriate discipline
- Own copies of software packages that may be required for teaching e.g., Internet browsers, word processing etc.

SKILLS REQUIRED:

- Advanced computer and Internet skills i.e., no training will be provided in using software packages, Internet sites or email.
- Advanced communication skills and proficiency in English (student communication will mostly be text based via myUnisa and discussion forums).
- Commitment to meeting deadlines and a passion for student-centered 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 75hrs per semester (excluding marking.)

E-tutoring positions are available in the College of Agriculture and Environmental Sciences in the following Departments:

GEOGRAPHY

Post Specific Requirements for Geography modules: Geography Masters' degree but preferably a PhD in the appropriate discipline (undergraduate degree must be in Geography)

- **GGH1501** - Discover the world: Introduction to Geography
- **GGH1503** – Our Living Earth
- **GGH2601** – The African Challenge: People and Environment
- **GGH2602** – The Geography of Services Provision
- **GGH3701** – State of the Environment in Southern Africa

ENVIRONMENTAL SCIENCES

Post Specific Requirements for below Environmental Management/ Sciences module: Masters' degree in Nature Conservation but preferably a PhD in the equivalent qualification.

- **CVM2601** – Conservation Resource Management II
- **NCA3601** – Nature Conservation Application IIIA
- **NCA3602** - Nature Conservation Application IIIB

LIFE AND CONSUMER SCIENCES

Post Specific Requirements for Botany module: Masters' degree but preferably a PhD in the appropriate discipline, majoring in Biology/Botany. (Undergraduate Biology or a combination of Botany and Zoology)

- **BLG1501** – Basic Biology
- **BLG1502** – Animal and Plant Diversity
- **ZOL1502** – Animal Diversity II

Post Specific Requirements for Botany module: Masters' degree but preferably a PhD in the appropriate discipline, majoring in Biology/Botany. (Undergraduate Basic Sciences i.e BSc degree and Postgraduate in any Life Sciences qualifications.)

- **CSP1501** – Introduction to Applied Sciences

Post Specific Requirements for Food module: Masters' degree but preferably a PhD in the appropriate discipline, majoring in Food Science. (Undergraduate Food Science)

- **FOO1501** – Food Preparation I

Post Specific Requirements for Nutrition module: Masters' degree but preferably a PhD in the appropriate discipline, majoring in **Nutrition**. (Undergraduate in Nutrition / Dietetics, Postgrad Nutrition/related)

- **NUT1501** – Introduction to Nutrition and Energy Yielding Nutrients
- **NUT1602** - Nutrition and Nutrient Deficiency Diseases

AGRICULTURE AND ANIMAL HEALTH

Post Specific Requirements for the module below: Master of Science degree but preferably a PhD in the Agricultural Economics.

- **AEX1602** – Community Extension Practice

Only applicants with the relevant qualification or higher qualification will be considered. Preference will be given to candidates with exceptional academic performance or specific expertise in the module applied for.

If you are already appointed for the E-Tutor position, please do not apply again

To apply, you need to do the following:

- 1) Complete the form by clicking on this link: <https://forms.office.com/r/W3afLXkBYv>
- 2) Scan certified copies of the following documents and forward to the email address mentioned below:
 - 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)
- 3) Comprehensive curriculum vitae.

Gross Remuneration: R 9711.00 per month

Closing Date: 22 July 2024

General Enquiries: Mr. M Sultan Beg: Tel: (011) 670 9782

Supporting documents should be emailed to CAESTutorials@unisa.ac.za

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.

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.

We welcome applications from persons with disabilities



