

**UNIVERSITY OF SOUTH AFRICA
ONLINE INDEPENDENT CONTRACTORS (E-TUTORS)
COLLEGE OF AGRICULTURE AND ENVIRONMENTAL SCIENCES
(Ref. eTUTOR/CAES/Oct2023)**

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)

- **GGH3701** - State of the Environment in Southern Africa
- **GGH3702** – Spatial Economic Development
- **GGH3703** – Introduction to Geographical Information Systems
- **GGH3704** – Development of Urban Space
- **GGH3708** – Environmental Awareness and Responsibility

ENVIRONMENTAL SCIENCES

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

- **GEL1503** – Fundamentals of Earth Sciences

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)

- **BOT1603** - Botany I (Practical)

AGRICULTURE AND ANIMAL HEALTH

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

- **AME1501** – Introduction to Agricultural Economics [Theory and Practice]

Post Specific Requirements for the module below: Masters' degree but preferably a PhD in Animal Health and Animal Science.

- **ANH2601** – Animal Health Practice: Laboratory Diagnostics
- **ANH2602** – Animal Health Practice: Reproduction Management
- **AND2601** – Animal Disease

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 below, please click on the link: <https://forms.office.com/r/jqJRy3LUM3>
- 2) Attach scanned certified copies of the following documents:
 - 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)
- 3) Comprehensive curriculum vitae.

Gross Remuneration: R 8760.38 per month

Closing Date: 18 October 2023

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

Documents must be attached to one email and sent via email 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

