

**UNIVERSITY OF SOUTH AFRICA
ONLINE INDEPENDENT CONTRACTORS (FACE TO FACE-TUTORS)
COLLEGE OF AGRICULTURE AND ENVIRONMENTAL SCIENCES
(Ref. F2FTUTOR/CAES/July2024)**

Purpose: The purpose of the position is to facilitate learning at a UNISA Regional Centre; through face-to-face and/or video conferencing tutorials; on Saturdays and/or weekday evenings in the subjects identified. Various tutor vacancies are available at the following UNISA Regional Centres:

East London, Port Elizabeth, Mthatha, Parow, George, Durban, Newcastle, Pietermaritzburg, Richards Bay, Mbizana, Johannesburg, Florida, Pretoria, Ekurhuleni, Vaal, Polokwane, Giyani, Makhado, Lephalale, Bloemfontein, Kroonstad, Mahikeng, Rustenburg, Kimberley, Qwaqwa, Kuruman, Upington Potchefstroom, Middelburg, Nelspruit.

Face to face tutors will have the following duties:

- Provide students with academic support.
- Facilitate face to face delivery of tutorials.
- Attendance of training events on various aspects of tutoring is compulsory in the regional offices.

REQUIREMENTS:

To be considered as a Face to Face Tutor, you must meet the following requirements:

- Not be a Unisa Fixed Term or Permanent staff member.
- Minimum of Masters' degree but preferably a PhD in the appropriate discipline

SKILLS REQUIRED:

- Advanced communication skills and proficiency in English
- Commitment to meeting deadlines and a passion for student-centered learning
- Friendly, patient and sensitive to a diversity of students.

Recommendation

- Own transport is recommended.
- Teaching/tutoring experience will be an advantage.
- Ability to work with diverse 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 required to work for 15 hours per module per semester and 30 hours for year modules (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)

- **GGH2603** - The Interpretation of Maps, Aerial Photographs and Satellite Images

ENVIRONMENTAL SCIENCES

Post Specific Requirements for below Nature Conservation modules: Masters' degree in Nature Conservation but preferably a PhD in the appropriate discipline.

- **NCA3601** – Nature Conservation Application IIIA
- **NCA3602** - Nature Conservation Application IIIB

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 Face to face 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/yjCMdN4dUD>
- 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 431.60 per hour

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

