

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

UNISA is the only publicly funded university in South Africa dedicated to 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 applications for services as Online Tutors (E-tutors) on an independent contract basis.

DUTIES

E-Tutors will have the following online duties:

- Facilitate delivery of tutorials.
- Manage students' learning experiences.
- Facilitate students' interactions with their peers.
- Provide students with academic and technical support.

REQUIREMENTS

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

- Not be a Unisa Fixed Term or Permanent staff member.
- **Master's degree in the field of Accountancy**
- **MBA/MBL with Honours degree /Postgraduate Diploma in the Field of Accountancy**

SKILLS, COMPETENCIES AND ATTRIBUTES REQUIRED

- Advanced computer and Internet skills i.e., no training will be provided in using software packages, Internet sites or email,
- Proficiency in English (student communication will mostly be **text-based** via myUnisa and discussion forums).
- Commitment to meeting deadlines and a passion for student-centred learning.
- Friendly, patient, and sensitive to a diversity of students.
- Not be entitled to any benefits such as medical aid, office space, equipment, leave (including sick leave), etc. in terms of 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, 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.
- Report to the primary lecturer on a regular basis.
- Willingness to undergo compulsory myUnisa training on various aspects of tutoring

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

SCHOOL OF ACCOUNTANCY

DEPARTMENT OF AUDITING

Post-specific Requirements: Master's Degree in the Field of Accountancy

- AUE1501 Introduction to Auditing
- AUE2601 Corporate Governance in Accountancy
- AUE2602 Corporate Governance in Accountancy
- AUE3761 The Audit Process

DEPARTMENT OF FINANCIAL ACCOUNTING

Post-specific Requirements: Master's Degree in the Field of Accountancy

- FAC1501 Introductory Financial Accounting
- FAC1502 Financial Accounting Principles, Concepts and Procedures
- FAC1503 Financial Accounting Principles for Law Practitioners
- FAC1601 Financial Accounting and Reporting
- FAC1602 Elementary Financial Accounting and Reporting
- FAC2601 Financial Accounting for Companies
- FAC2602 Selected Financial Standards and Simple Group Structures
- FAC3701 General Financial Reporting
- FAC3702 Distinctive Financial Reporting
- FAC3704 Specific Financial Reporting
- FAC3764 International Financial Accounting & Groups
- CAS3701 Capstone module in accounting sciences in financial accounting
- CAS4801 Capstone module in accounting sciences in financial accounting

DEPARTMENT OF TAXATION

Post-specific Requirements: Master's Degree in the Field of Accountancy

- TAX1501 Taxation of Salaried Persons
- TAX2601 Principles of taxation
- TAX3701 Taxation of Business Activities
- TAX3761 Taxation of business activities and individuals

DEPARTMENT OF MANAGEMENT ACCOUNTING

Post-specific Requirements: Master's Degree in the Field of Accountancy

- MAC1501 Principles of Management Accounting
- MAC2601 Principles of Management Accounting
- MAC2602 Principles of Strategy, Risk & Financial Management Techniques
- MAC3701 Application of Management Techniques
- MAC3761 Management Accounting III
- AIN2601 Practical Accounting Data Processing
- AIN3701 Data analytics for Accounting

MODULE: ACCOUNTING INFORMATION SYSTEMS IN A COMPUTER ENVIRONMENT (AIN1501)

1. Post-specific requirements for AIN1501

(i) A minimum of a Master's degree Informatics/Computer Science

AIN1501 Accounting Information Systems in a Computer Environment

To apply, you need to do the following:

- 1) Complete the form below
- 2) Attach scanned certified copies of the following documents:
 - certified copy (within the previous six months) of your highest educational qualification
 - certified copy (within the previous six months) of your academic transcript
 - certified copy (within the previous six months) of your identity document/passport

- certified copy (within the previous six months) of your valid permit (foreign applicants)
- certified copy (within the previous six months) of SAQA verification of foreign qualifications (if applicable) and;

3) Comprehensive curriculum vitae.

Gross Remuneration: R 9711.00 per month

Assumption of duty: Recommended tutors will have to undergo online training through Unisa's Centre for Professional Development. Contracting will only be finalised and activated after the successful completion of the online training. Allocation of students to e-tutors only occurs during the tuition period of fifteen (15) weeks per semester, for all semester modules and thirty (30) weeks for year modules.

Closing Date: 20 Sep 2024

General Enquiries: Ms Masegare Phaahla : Tel (012) 429 8693

Applications should be emailed to CASETUTOR@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



APPLICATION AND PERSONAL INFORMATION FORM: E-Tutors

HR-CA

SURNAME¹												Title									
FULL NAMES																					
College/Faculty				Unisa Learning Centre <i>(see advert)</i>																	
Academic Department				Position Reference																	
Modules <i>(Max of 3)</i>		1		2		3															
Race		B		C		I		W		Female		Male		Disability		Yes <input type="checkbox"/>		No			
Registered disability		Total		Partial		Mental		Physical		Hearing		Sight									
Identification number														Date of birth							
Income tax number																					
Country of birth												Nationality									
Are you a South African citizen by birth?		Yes		No		If no indicate the date citizenship was acquired															
Foreign Nationals																					
Passport no				Country of issue								Expiry date									
Work permit no				Type of permit								Expiry date									
Permanent residence status		Yes		No		Date granted															
Residential address										Postal address											
Postal code								Postal code													
Telephone numbers		Home								Work											
		Cell								E-mail <i>(Compulsory)</i>											
Emergency Contact Details		Relationship		Next of kin				Child				Spouse				Friend					
Initials & surname												Tel no									
Current Studies				Qualification								Institution									
Qualifications²																					
Year completed		Qualification										Institution									
Signature																					

For office use:

Claim System number/Oracle number																					
Task Number																					

