UNIVERSITY OF SOUTH AFRICA

COLLEGE OF ACCOUNTING SCIENCES

FACE-TO-FACE TUTOR POSITIONS

Purpose: The purpose of the job is to facilitate learning at a UNISA Regional Centre; through face-to-face and/or videoconferencing tutorials; on Saturdays and/or weekday evenings in the subjects identified.

Duties
Face-to-Face Tutors will have the following duties:

- Facilitate delivery of tutorial material
- Manage students' learning experiences face-to-face
- Facilitate students' interactions with their peers face-to-face
- Provide students with the required support face-to-face

General R**equirements:**
- An Honours Degree, with the relevant subject as a major.
- Ability to work with adult learners.
- Willingness to undergo training on various aspects of tutoring.
- Teaching/tutoring experience will be an advantage.

Recommendation:
- Own transport is recommended

Face to face tutor positions are available in the College of Accounting Sciences for the following:

- AIN1501   ACCOUNTING INFORMATION SYSTEM IN A COMPUTER ENVIRONMENT
- AIN2601   PRACTICAL ACCOUNTING DATA PROCESSING
- AUE3702   AUDITING THEORY AND PRACTICE
- AUE2602   CORPORATE GOVERNANCE IN ACCOUNTANCY
- AUI2601   INTERNAL AUDITING: THEORY AND PRINCIPLES
- AUI3701   THE INTERNAL AUDIT PROCESS: TEST OF CONTROLS
- FAC1501   INTRODUCTORY FINANCIAL ACCOUNTING
- FAC1502   FINANCIAL ACCOUNTING PRINCIPLES, CONCEPTS AND PROCEDURES
- FAC1503   FINANCIAL ACCOUNTING PRINCIPLES FOR LAW PRACTITIONERS
- FAC1601   FINANCIAL ACCOUNTING REPORTING
- FAC2601   FINANCIAL ACCOUNTING FOR COMPANIES
- FAC2602   SELECTED ACCOUNTING STANDARDS AND SIMPLE GROUP STRUCTURES
- FAC3701   GENERAL FINANCIAL REPORTING
- FAC3702   DISCTINCTIVE FINANCIAL REPORTING
- FAC3703   SPECIFIC FINANCIAL REPORTING
- FAC3704   GROUP FINANCIAL REPORTING
- MAC1501   INTRODUCTION TO MANAGEMENT ACCOUNTING
- MAC2601   PRINCIPLES OF MANAGEMENT ACCOUNTING
- MAC2602   PRINCIPLES OF STRATEGY, RISK & FINANCIAL MANAGEMENT TECHNIQUES
- MAC3701   APPLICATION OF MANAGEMENT ACCOUNTING TECHNIQUES
- MAC3702   APPLICATION OF FINANCIAL MANAGEMENT TECHNIQUES
- TAX1501   TAXATION FOR SALARIED PERSONS
- TAX3701   TAXATION OF BUSINESS ACTIVITIES
- TAX3702   TAXATION OF INDIVIDUALS
- TAX3704   TAX ADMINISTRATION

To apply, you need to do the following:

1) You are required to attach scanned certified copies (certified within the previous six months) of the following documents;

      4.1 Certified copy (within the previous six months) of highest educational qualification

      4.2 Certified copy (within the previous six months) of academic transcript

      4.3 Certified copy (within the previous six months) of your identity document/passport

      4.4 Certified copy (within the previous six months) of your valid permit (foreign applicants)

      4.5 Certified copy (within the previous six months) of SAQA verification of <u>foreign qualifications</u> (*if applicable)* **and***;*

      4.6 A comprehensive curriculum vitae

The Unisa Regional Learning Centres at which the above advertised vacancies exist are listed at the website:

https://irec.unisa.ac.za:4443/OA_HTML/All_regions_2019_Revised_F2F_Tutor_Vacancy_Lists.xlsx

Closing Date: 16 November 2018

General Enquiries: **Ms. Suzan Phaahla** CASE-F2F@unisa.ac.za **Tel: 012 429 8693**
                      Mr Donald Tjikana CASE-F2F@unisa.ac.za   **Tel :012 481 2913**

Assumption of duty: February 2019

Remuneration: R299 per hour (including travel)

UNISA reserves the right to authenticate all qualifications without 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 2 months after the closing date of this advertisement, please accept that your application was not successful

Appointments will be made in accordance with Unisa's Employment Equity Plan.

We welcome applications from Persons with Disabilities ♿

APPLICATION AND PERSONAL INFORMATION FORM: Face to Face Tutors	HR-CA

SURNAME[1]		Title	
FULL NAMES			

College/Faculty		Unisa Learning Centre *(see advert)*	
Academic Department		Position Reference	

Modules *(Max of 3)*	1	2	3

Race	B ☐ C ☐ I ☐ W ☐	Female ☐ Male ☐	Disability Yes ☐ 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 *(Compulsory)*	

Emergency Contact Details	Relationship	Next of kin	Child	Spouse	Friend
Initials & surname			Tel no		
Current Studies		Qualification		Institution	

Qualifications[2]

Year completed	Qualification	Institution

Signature		

For office use:

Claim System number/Oracle number	

Task Number	

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[1] To be completed by incumbent
[2] From highest to lowest