

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

UNISA is the only 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.

General requirements:

- Ability to work with diverse students
- Willingness to undergo training on various aspects of tutoring

E-Tutors will have the following duties:

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

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, work space 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)
- You may also be required to mark students' assignments and examinations. If this is the case, this will be specified in an independent task agreement with its own remuneration
- **If you are already appointed for the E-Tutor /Teaching Assistant position please do not apply again**

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

GEOGRAPHY

- GGH1501 - Know-Your-World: Introduction-to-Geography
- GGH1502 - World Issues: A Geographical Perspective
- GGH1503 - Our Living Earth
- GGH2602 - The Geography of Services Provision

ENVIRONMENTAL SCIENCES

- FOC1501 – Fundamentals of Conservation I
- CEC1501 - Conservation Ecology I
- PSO3701 - Plant Studies III

AGRICULTURE AND ANIMAL HEALTH

- EPD101T - Epidemiology
- EPD2601 - Epidemiology AH I
- PTP1501 - Introduction to Plant Production

LIFE AND CONSUMER SCIENCES

- ZOL1502 - Animal Diversity II
- BCH3703 – Molecular Genetics
- NUT1602 – Nutrition and Nutrient Deficiency Diseases
- CLO1501 - Clothing Construction: Theory

Specific Requirements

- **Only applicants with an Honors Degree/ BTech (4Year Degree) or equivalent or higher qualification will be considered. Preference will be given to candidates with exceptional academic performance or specific expertise in the module applied for.**

To apply:

- Your application form must be accompanied by a COMPREHENSIVE CURRICULUM VITAE and;
 - identity document (non South African applicants may apply with: *passport, work permit, permanent residence permit or proof of nationalisation if applicable. However prescribed policy processes will be followed for appointment*) (certified copies within the previous six months);
 - all educational qualifications (certified copies within the previous six months);
 - academic transcripts/records (certified copies within the previous six months);
 - proof of SAQA verification for foreign qualifications (*if applicable*) (certified copies within the previous six months)

Application Form together with attachments must be sent to the following e-mail address: CAESETUTOR@UNISA.AC.ZA

Closing Date: 26 November 2018

Assumption of duty: February 2019

- UNISA reserves the right to authenticate all qualifications without any further consent from the applicant.
- The contact details of three contactable references must be provided.
- Late, incomplete and incorrect applications will not be considered.
- Unisa is not obliged to fill an advertised position
- We welcome applications from Persons with Disabilities
- *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 2 months after the closing date of this advertisement, please accept that your application was not successful.

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	Tutor Mode	E-Tutor	Face to Face	Both
Race		B <input type="checkbox"/> C <input type="checkbox"/> I <input type="checkbox"/> W <input type="checkbox"/>		Female <input type="checkbox"/> Male <input type="checkbox"/>		Disability Yes <input type="checkbox"/> No <input type="checkbox"/>	
Registered disability		Total <input type="checkbox"/> Partial <input type="checkbox"/>		Mental <input type="checkbox"/> Physical <input type="checkbox"/>		Hearing <input type="checkbox"/> Sight <input type="checkbox"/>	
Identification number				Date of birth			
Income tax number							
Country of birth				Nationality			
Are you a South African citizen by birth?		Yes <input type="checkbox"/> No <input type="checkbox"/>		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 <input type="checkbox"/> No <input type="checkbox"/>		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	
Initials & surname				Spouse		Friend	
Current Studies		Qualification		Institution			
Qualifications²							
Year completed		Qualification				Institution	
Signature							

For office use:

Claim System number/Oracle number	
Task Number	

¹ To be completed by incumbent
² From highest to lowest