

UNIVERSITY OF SOUTH AFRICA
COLLEGE OF ECONOMIC AND MANAGEMENT SCIENCES
ONLINE INDEPENDENT CONTRACTORS
ONLINE TUTORS (E-TUTORS)

UNISA is the only publicly funded institution in South Africa dedicated to 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.

DUTIES

E-Tutors will have the following duties:

1. Facilitate online delivery of tutorial matter
2. Manage students' online learning experiences
3. Facilitate students' online interactions with their peers
4. Provide students with online academic and technical support

REQUIREMENTS

E-Tutors must meet the following requirements:

- Ongoing access to an internet connected computer **at own cost**
- Own copies of software packages that may be required for teaching e.g. Internet browsers, Word processing
- Basic computer and internet skills i.e. no training will be provided in using software packages, Internet sites or email
- Commitment to meeting deadlines and a passion for student-centered learning
- Advanced communication skills and proficiency in English (student communication will mostly be **text based** writing by email, forums or assignment feedback documents)
- Friendly, patient and sensitive to a diversity of students
- Applicants will have to complete a generic and subject based assessment
- Must not be a Unisa Fixed Term or Permanent staff member

As an Independent Contractor you will:

- Not be regarded as an employee.
- Not be entitled to any benefits such as medical, 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 in your own time in completing teaching tasks online (e.g. interacting with students on discussion forums, sending emails, etc for a minimum of 6 hours a week, not exceeding a maximum of 24 hours a month, to a total of 75 hours per semester. These hours should preferably be spread over a few days per week.

E-tutor positions are available in the College of Economic and Management Sciences in the following Departments and disciplines:

DECISION SCIENCES

- **Requirement: Bachelor's degree in Quantitative Management/ Operations Research/ Mathematics**
- **Must have teaching experience**
 - QMI1500 ELEMENTARY QUANTITATIVE METHODS
 - BNU1501 BASIC NUMERACY

ECONOMICS

- Requirement: Bachelor's degree (Hons/PGD) (Economics)
- Applicants will undergo module based assessment
 - ECS1500 ECONOMICS I
 - ECS1501 ECONOMICS 1A

BUSINESS MANAGEMENT

- Requirement: Bachelor's degree (Hons/PGD) in Business Management
- Applicants will undergo module based assessment
 - BSM1501 BUSINESS MANAGEMENT IA
 - BSM1602 BUSINESS MANAGEMENT IB
 - MNG2602 CONTEMPORARY MANAGEMENT ISSUES
 - MNG3701 STRATEGIC PLANNING
 - MNG3702 STRATEGIC IMPLEMENTATION AND CONTROL

INDUSTRIAL AND ORGANISATIONAL PSYCHOLOGY (with specific requirements for the module(s) below)

- Requirement: Bachelor's degree (Hons) in Industrial and Organisational Psychology
- Applicants will undergo module based assessment
 - IOP1501 PSYCHOLOGICAL PROCESSES IN WORK CONTEXT
 - IOP1601 PERSONALITY IN WORK CONTEXT
 - IOP2601 ORGANISATIONAL RESEARCH METHODOLOGY
 - IOP2602 ORGANISATIONAL PSYCHOLOGY

Assumption of duty: Online training will start as soon as contracts have been finalised. Contracts will only be activated after the successful completion of training and allocation of students to the e-tutor. 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.

Attach scanned certified copies (certified within the previous six months) of the following documents;

1. A comprehensive curriculum vitae
2. Highest educational qualification
3. Full academic transcript
4. South African identity document/passport
5. SAQA verification of foreign qualifications (if applicable)
- 6.

Remuneration: R5962.50 per month

Application Form together with attachments to be send to the following e-mail address:

CEMStutorials@unisa.ac.za

General Enquiries: Mr Meshack Maelane Tel: 012 429-6336
Mr Martin Boshiane Tel: 012 429-3397

Assumption of duty: February 2018

Closing Date: 04 August 2017

UNISA reserves the right to authenticate all qualifications without any 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 4 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			
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"/>
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			
Work permit no				Type of permit			
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	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							

¹ To be completed by incumbent
² From highest to lowest