UNIVERSITY OF SOUTH AFRICA  
COLLEGE OF ECONOMIC AND MANAGEMENT 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
- Facilitate students’ interactions with their peers in a classroom environment
- Provide students with the required support

**General Requirements:**

- 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 Economic and Management Sciences in the following Departments and disciplines:

**ECONOMICS**

- **Required:** Bachelor’s degree (Hons/PGD) (Economics) with at least an undergraduate major in the relevant module
- **Applicants will undergo module based assessment**

- ECS1500  ECONOMICS 1500
- ECS1501  ECONOMICS IA
- ECS1601  ECONOMICS IB
- ECS2601  MICROECONOMICS
- ECS2602  MACROECONOMICS
- ECS2603  SOUTH AFRICAN ECONOMIC INDICATORS
- ECS2604  LABOUR ECONOMICS
- ECS2605  SOUTH AFRICAN FINANCIAL SYSTEM
- ECS3701  MONETARY ECONOMICS
- ECS3702  INTERNATIONAL TRADE
- ECS3703  INTERNATIONAL FINANCE
- ECS3704  PUBLIC ECONOMICS
- ECS3705  HISTORY OF ECONOMIC THOUGHT

**DECISION SCIENCES**

- **Required:** Bachelor’s degree in Quantitative Management/ Operations Research/ Mathematics/Applied...
Mathematics/Statistics with at least first year Financial Mathematics
- Applicants must have teaching experience
- Applicants will undergo module based assessment

- QMI1500 ELEMENTARY QUANTITATIVE METHODS
- DSC1520 QUANTITATIVE MODELLING I
- DCS1620 MATHEMATICAL MODELLING I
- BNU1501 BASIC NUMERACY
- DSC1630 INTRODUCTORY FINANCIAL MATHEMATICS

TRANSPORT ECONOMICS
- Required: Bachelor's degree (Hons/PGD) in Transport Economics/Logistics
- Applicants will undergo module based assessment

- TRL2601 TRANSPORT MANAGEMENT I
- TRL2602 TRANSPORT ECONOMICS
- TRL2603 TRANSPORT THEORY
- TRL2604 INTEGRATED LOGISTICS
- TRL3708 LOGISTICS SYSTEMS
- TRL3709 LOGISTICS STRATEGY
- TRL3701 TRANSPORT MANAGEMENT II

FINANCE, RISK MANAGEMENT AND BANKING
- Required: Bachelor's degree (Hons/PGD) in Finance/Banking/Investment/Accounting
- Applicants will undergo module based assessment

- BAN1502 BANKING: FUNDAMENTAL PRINCIPLES
- FIN2601 FINANCIAL MANAGEMENT
- FIN3701 FINANCIAL MANAGEMENT
- FMA401V FINANCIAL MANAGEMENT IV
- INV2601 INVESTMENTS: AN INTRODUCTION
- INV3701 INVESTMENTS: EQUITY ASSET VALUATION
- INV3702 INVESTMENTS: FIXED INCOME ANALYSIS
- INV3703 INVESTMENTS: DERIVATIVES
- RSK2601 ENTERPRISE RISK MANAGEMENT

BUSINESS MANAGEMENT
- Required: Bachelor's degree (Hons/PGD) in Business Management
- Applicants will undergo module based assessment

- BSM2602 BUSINESS MANAGEMENT IIB
- BSM3701 BUSINESS MANAGEMENT IIIA
- BSM3702 BUSINESS MANAGEMENT IIIB
- MND2601 MANAGEMENT IIA
- MND3701 MANAGEMENT IIIA
- MNG2602 CONTEMPORARY MANAGEMENT ISSUES
- MNG3701 STRATEGIC PLANNING IIIA
- MNG3702 STRATEGIC IMPLEMENTATION AND CONTROL IIIB

ENTREPRENEURSHIP
- Required: Bachelor's degree (Hons/PGD) in Business Management/Entrepreneurship
- Applicants will undergo module based assessment
OPERATIONS MANAGEMENT

- Required: Bachelor's degree (Hons/PGD) or B Tech in Safety Management or B Tech in Project Management
- Applicants will undergo module based assessment

PUBLIC ADMINISTRATION AND MANAGEMENT

- Required: Bachelor's degree (Hons/PGD) in Public Administration and Management
- Applicants will undergo module based assessment

MARKETING AND RETAIL MANAGEMENT

- Required: Bachelor's degree (Hons/PGD) in Business/Marketing Management
- Applicants will undergo module based assessment

HUMAN RESOURCE MANAGEMENT

- Required Bachelor's degree (Hons/PGD) in Human Resource Management/ Labour Relations Management
- Applicants will undergo module based assessment
INDUSTRIAL AND ORGANISATIONAL PSYCHOLOGY

- Required: Bachelor’s degree (Hons) in Industrial and Organisational Psychology
- Applicants will undergo module based assessment

  - IOP2601 ORGANISATIONAL RESEARCH METHODOLOGY
  - IOP2608 FORENSIC INDUSTRIAL PSYCHOLOGY
  - IOP3701 INDUSTRIAL PSYCHOLOGICAL TESTING AND ASSESSMENT

To apply, you need to do the following:

1) Do not use Internet from your place of work to apply (as it might have Internet restrictions). Internet access is at own cost.

2) You are required to attach scanned certified copies (certified within the previous six months) of the following documents:
   4.1 highest educational qualification
   4.2 academic transcript
   4.3 South African identity document/passport
   4.4 SAQA verification of foreign qualifications (if applicable) and;
   4.5 a comprehensive curriculum vitae

3) On applying, ensure that you also complete the Assessment page. To access the page, click on “Application Assessment”; and state the modules that you wish to apply for. Your application will not be considered without duly completing the assessment questions.

https://irec.unisa.ac.za:4443/OA_HTML/2018_Modules_At_Risk_Tutor_Needs_CEMS.xlsx

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

General Enquiries: CEMStutorials@unisa.ac.za
Mr Meshack Maelane Tel: 012 4296336
Mr Martin Boshiane Tel: 012 4293397

Assumption of duty: February 2018

Closing Date: 04 August 2017

Remuneration: R265 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