

**UNIVERSITY OF SOUTH AFRICA
ONLINE INDEPENDENT CONTRACTORS (E-TUTORS)
COLLEGE OF LAW**

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.

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, office space, equipment, leave (including sick leave), etc in terms of the UNISA's 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
- 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, sending emails, 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.
- 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

E-tutoring positions are available in the College of Law in the following Departments per NQF level

SCHOOL OF LAW

Specific Requirements

- **Only applicants with an LLB or higher qualification will be considered. Preference will be given to candidates with exceptional academic performance or specific expertise in the module applied for. See below for additional requirements for certain specific modules.**

NQF LEVEL 5

MERCANTILE LAW

- CLA1501 COMMERCIAL LAW 1A
- CLA1503 COMMERCIAL LAW 1C
- OHS101S OCCUPATIONAL HEALTH AND SAFETY LAW

JURISPRUDENCE

- ILW1501 INTRODUCTION TO LAW
- SCL1501 SKILLS COURSE FOR LAW STUDENTS
- HFL1501 HISTORICAL FOUNDATION OF SOUTH AFRICAN LAW

CRIMINAL AND PROCEDURAL LAW

- CRW1501 INTRODUCTION TO THE GENERAL PRINCIPLES OF CRIMINAL LAW
- CML1501 COMMUNICATION LAW

NQF LEVEL 6

MERCANTILE LAW

- OHS2601 OCCUPATIONAL HEALTH AND SAFETY IIA
- OHS2602 OCCUPATIONAL HEALTH AND SAFETY IIB
- LLW2601 INDIVIDUAL LABOUR LAW
- MRL2601 ENTREPRENEURIAL LAW
- SSL2601 SOCIAL SECURITY LLAW
- FBE2604 FORMS OF BUSINESS ENTERPRISE (LLB REQUIRED WITH MODULES: Entrepreneurial law (MRL2601) Advanced company law (LML4806))

CRIMINAL AND PROCEDURAL LAW

- CRW2601 CRIMINAL LAW: GENERAL PRINCIPLES
- CRW2602 CRIMINAL LAW: SPECIFIC CRIMES

PRIVATE LAW

- PVL2602 PRIVATE LAW
- PVL2601 FAMILY LAW

PUBLIC CONSTITUTIONAL AND INTERNATIONAL LAW

- CSL2601 CONSTITUTIONAL LAW
- ADL2601 ADMINISTRATIVE LAW
- IND2601 AFRICAN CUSTOMARY LAW
- FUR2601 FUNDAMENTAL RIGHTS
- IOS2601 INTERPRETATION OF STATUTES

SCHOOL OF CRIMINAL JUSTICE

Subject Specific Requirements

For applications in Criminology:

- Only applicants with a BA Degree in Criminology or higher qualification will be considered. Preference will be given to candidates with exceptional academic performance or specific expertise in the module being applied for.

For applications in Police Practice:

- Only applicants with a B-Tech Degree in Policing/Forensic Investigation or higher qualification will be considered. Preference will be given to candidates with at least 5 years practical experience in the field of investigation.

For applications in Corrections Management:

- Only applicants with a BA Degree in Criminology (with Corrections Management Stream), a BTech in Corrections Management preceded by a Diploma in Corrections Management or higher qualification in Corrections Management will be considered. Preference will be given to candidates with exceptional academic performance or specific expertise in the module being applied for.

NQF LEVEL 5

CRIMINOLOGY

- CMY1501 CRIME, OFFENDERS AND CRIMINAL BEHAVIOUR
- CMY1502 INTRODUCTION TO CRIMINOLOGY: VICTIMS AND REDUCTION OF CRIME

- CMY1503 INTRODUCTION TO CRIMINOLOGY: REACTION TO CRIME

POLICE PRACTICE

- POL1501 CRIME PREVENTION FOR POLICING 1A
- FOR1501 FORENSIC METHODS AND TECHNIQUES
- FOR1502 SELECTED CRIMES AND TRANSGRESSIONS

CORRECTIONS MANAGEMENT

- PEN1501 INTRODUCTION TO FUNDAMENTAL PENOLOGY
- PEN1503 CORRECTIONAL SKILLS

NQF LEVEL 6

CRIMINOLOGY

- CMY2602 PRINCIPLES OF CRIME PREVENTION, REDUCTION AND CONTROL
- CMY2604 DEALING WITH YOUNG OFFENDERS
- CMY2606 INTRODUCTION TO RESEARCH METHODOLOGY IN CRIMINOLOGY

POLICE PRACTICE

- EPP2601 APPLIED COMMUNICATION IN POLICING
- PRF2601 INTRODUCTION TO PROFESSIONALISM IN POLICING

NQF LEVEL 7

CRIMINOLOGY

- CMY3701 THE EXPLANATION OF CRIME
- CMY3704 FORMAL REACTION TO CRIME
- CMY3705 VICTIMOLOGY
- CMY3706 CONTEMPORARY CRIMINAL ISSUES

- Your application form must be accompanied by a COMPREHENSIVE CURRICULUM VITAE and;
 - Identity document (Non-SA applicants may apply with passport, work permit, permanent residence permit or proof of nationalisation if applicable. However prescribed policy and procedures 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 (see last page) together with attachments must be sent to the following e-mail address:
CLAWtutorials@unisa.ac.za

Closing Date: 22 April 2019

Assumption of duty: 01 February 2020

General Enquiries: Ms Ellen Matshika – 012 429 8396

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"/>		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		Spouse		Friend					
Initials & surname								Tel no									
Current Studies						Qualification				Institution							
Qualifications²																	
Year completed		Qualification						Institution									
Signature																	

For office use:

Claim System number/Oracle number									
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Task Number									
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¹ To be completed by incumbent

² From highest to lowest