

**UNIVERSITY OF SOUTH AFRICA
COLLEGE OF LAW**

**INDEPENDENT CONTRACTORS
(Face-to-Face Tutors)**

Purpose: The purpose of the position 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.

East London, Port Elizabeth, Mthatha, Parow, George, Durban, Newcastle, Pietermaritzburg, Richards Bay, Mbizana, Johannesburg, Florida, Pretoria, Ekurhuleni, Vaal, Polokwane, Giyani, Makhado, Lephalale, Bloemfontein, Kroonstad, Mahikeng, Rustenburg, Kimberley, Qwaqwa, Kuruman, Upington Potchefstroom, Middelburg, Nelspruit, , East London and Port Elizabeth.

Duties

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

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

General requirements

- Ability to work with adult learners.
- Willingness to undergo training on various aspects of tutoring.
- Teaching/tutoring experience will be an advantage.
- Excellent facilitation skills
- Friendly, patient and sensitive to diversity of students
- Proficiency in English
- Have passion for student-centred learning

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 employment
- Be required to work for 15 hours per module per semester and 3 hours for year modules (excluding marking)
- You may also be required to mark students' assignments and examination. If this is the case, this will be specified in an independent task agreement with its own remuneration

Recommendation

- Own transport is recommended

Face to Face tutor positions are available in the College of Law in the following Schools per NQF level:

SCHOOL OF CRIMINAL JUSTICE

NQF LEVEL 7

CRIMINOLOGY

SECURITY SCIENCE

- SEP3703 CORPORATE INVESTIGATION III

Specific requirements:

- Diploma in Security Management – 98221 (New curriculum) which includes the
- Corporate Investigations III (SEP3703)
- **B-Tech Security Management (required)**
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- Sufficient relevant experience in investigations either in the security environment or within the SAPS

SCHOOL OF LAW

Requirements:

- An LLB Degree, with the relevant subject as a major.
- Only applicants with a relevant Master's degree may apply for the NQF level 8 modules

NQF LEVEL 5

MERCANTILE LAW

- CLA1501 COMMERCIAL LAW 1A

NQF LEVEL 6

JURISPRUDENCE

- SCW2601 INTRODUCTION TO LAW FOR SOCIAL WORK IIB

MERCANTILE LAW

- SSL2601 SOCIAL SECURITY LLAW
- FBE2604 FORMS OF BUSINESS ENTERPRISE (LLB REQUIRED WITH MODULES: Entrepreneurial law (MRL2601) Advanced company law (LML4806))

PUBLIC, CONSTITUTIONAL & INTERNATIONAL LAW

- ADL2601 ADMINISTRATIVE LAW

CRIMINAL AND PROCEDURAL LAW

- CRW2601 CRIMINAL LAW: GENERAL PRINCIPLES

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

https://irec.unisa.ac.za:4443/OA_HTML/All_regions_2019_Revised_F2F_Tutor_Vacancy_Lists.xls x

- Your application form (**see last page**) 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. However the 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)
- Applications to be emailed to CLAWtutorials@unisa.ac.za

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

Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation

Closing Date: 22 April 2019

Assumption of duty: 01 February 2020

General Enquiries: Ms Ellen Matshika 012 429 8396

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	
Task Number	

¹ To be completed by incumbent

² From highest to lowest