

**UNIVERSITY OF SOUTH AFRICA**  
**ONLINE INDEPENDENT CONTRACTORS (E-TUTORS)**  
**COLLEGE OF HUMAN SCIENCES**  
**SCHOOL OF ARTS**

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 online duties:**

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

**REQUIREMENTS**

**To be considered as an E-tutor, you must meet the following requirements:**

- Not be a Unisa Fixed Term or Permanent staff member.
- Ongoing access to Internet **connection at your own cost.**
- **Minimum of an Honours Bachelor's degree in the subject that you are applying for.**
- Own copies of software packages that may be required for teaching e.g. Internet browsers, word processing etc.
- Advanced computer and Internet skills i.e. no training will be provided in using software packages, Internet sites or email
- Advanced communication skills and proficiency in English (student communication will mostly be **text based** via myUnisa and discussion forums).
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- Commitment to meeting deadlines and a passion for student-centred learning
- Friendly, patient and sensitive to a diversity of students

**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), 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 on your own time in completing teaching tasks online (e.g. interacting with students on discussion forums, 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.

**E-tutoring positions are available in the College of Human Sciences, School of Arts in the following Department:**

#### **AFRIKAANS & THEORY OF LITERATURE**

- AFK1502 Basic Text Skills (Afrikaans)

#### **AFRICAN LANGUAGES**

- ZUL1509 Applied African Languages Literature for first additional Language
- AFL1503 Language and Communication Skills Acquisition in an African Language
- TSW1509 Applied African Languages Literature for first additional Language

#### **INFORMATION SCIENCE**

- AIS1501 Introducing Applied Information Science
- AIS1503 Introducing Information Records and Sources
- AIS1602 Introducing Management in Libraries and Information Centres
- AIS2602 Learning How to Provide Reference Services
- AIS2603 Describing Library user Group and Meeting their Needs
- AIS2604 Utilising Electronic Library Systems and Services
- AIS2605 Developing and Managing Information Collections
- INS1502 Developing Information Skills to Lifelong Learning
- INS2601 Basic Descriptive Cataloguing and Classification
- INS2602 Learning How to Provide Reference Services
- INS2603 Describing Library user Group and Meeting their Needs
- INS2701 Information and Communication Technology for Information Science
- ARM1501 Introducing Archives and Records Management
- ARM1502 Managing Records
- ARM1503 Managing Archives
- ARM1504 Preserving Records and Archives
- ARM1505 Electronic Records Management

#### **COMMUNICATION SCIENCE**

- DPR1501 Introduction to Communication
- DPR1502 Communication in the Organisation
- DPR1503 Introduction to Public Relations
- DPR1504 Stakeholder Relationships
- DPR1505 The Public Relations Programm

#### **ENGLISH STUDIES (SPECIFIC REQUIREMENTS):**

##### **A Bachelor's degree with a major in English**

- ENN1502 Foundation in Applied English Language Studies
- ENG1503 Academic Language and Literacy in English
- ENG1504 Practising Workplace English
- ENG2603 Colonial and Postcolonial African Literatures
- ENG2611 Applied English Language for Foundation and Intermediate Phase: FAL
- ENG2612 Applied English Language for Foundation and Intermediate Phase: Home Language
- ENG2613 Applied English Literature for Intermediate Phase: First Additional Language
- ENG2614 Applied English Literature for Intermediate Phases: Home Language
- ENG1514 Applied English Language for Foundation Phase First Additional Language
- ENG1515 Applied English Language for Foundation and Intermediate Phases: Home Language
- ENG1516 Applied English Literature for Foundation Phase: First Additional Language
- ENG1517 Applied English Literature for Foundation Phase: Home Language

**To apply, you need to do the following:**

- 1) Complete the form below
- 2) Attach scanned certified copies of the following documents:
  - certified copy (within the previous six months) of highest educational qualification.
  - certified copy (within the previous six months) of academic transcript.
  - certified copy (within the previous six months) of your identity document/passport.
  - certified copy (within the previous six months) of your valid permit (foreign applicants).
  - certified copy (within the previous six months) of SAQA verification of foreign qualifications (if applicable) **and**;
- 3) Comprehensive curriculum vitae.

**Gross Remuneration:** R7736.62 per month

**Assumption of duty:** Recommended tutors will have to undergo online training. Contracting will only be finalised and activated after the successful completion of online training and 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.

**Closing Date:** 16 November 2020

**General Enquiries:** Mr. D Mulaudzi: Tel: (012) 429 2741

Applications should be emailed to [CHStutorialsArts@unisa.ac.za](mailto:CHStutorialsArts@unisa.ac.za),

UNISA reserves the right to authenticate all qualifications without any further consent from the applicant. **Late, incomplete and incorrect applications will not be considered.**

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 4 months after the closing date of this advertisement, please accept that your application was not successful.

We welcome applications from persons with disabilities



<b>SURNAME<sup>1</sup></b>												<b>Title</b>											
<b>FULL NAMES</b>																							
<b>College/Faculty</b>																							
<b>Academic Department</b>										<b>Position Reference</b>													
<b>Modules (Max of 3)</b>		1			2			3															
<b>Race</b>				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"/>	
<b>Registered disability</b>				Total <input type="checkbox"/>		Partial <input type="checkbox"/>		Mental <input type="checkbox"/>		Physical <input type="checkbox"/>		Hearing <input type="checkbox"/>		Sight <input type="checkbox"/>									
<b>Identification number</b>										<b>Date of birth</b>													
<b>Income tax number</b>																							
<b>Country of birth</b>										<b>Nationality</b>													
<b>Are you a South African citizen by birth?</b>				Yes <input type="checkbox"/>		No <input type="checkbox"/>		If no indicate the date citizenship was acquired															
<b>Foreign Nationals</b>																							
<b>Passport no</b>				<b>Country of issue</b>				<b>Expiry date</b>															
<b>Work permit no</b>				<b>Type of permit</b>				<b>Expiry date</b>															
<b>Permanent residence status</b>				Yes <input type="checkbox"/>		No <input type="checkbox"/>		<b>Date granted</b>															
<b>Residential address</b>										<b>Postal address</b>													
<b>Postal code</b>								<b>Postal code</b>															
<b>Telephone numbers</b>				<b>Home</b>								<b>Work</b>											
				<b>Cell</b>								<b>E-mail (Compulsory)</b>											
<b>Emergency Contact Details</b>				<b>Relationship</b>		<b>Next of kin</b>		<b>Child</b>		<b>Spouse</b>		<b>Friend</b>											
<b>Initials &amp; surname</b>										<b>Tel no</b>													
<b>Current Studies</b>				<b>Qualification</b>								<b>Institution</b>											
<b>Qualifications<sup>2</sup></b>																							
<b>Year completed</b>		<b>Qualification</b>										<b>Institution</b>											
<b>Signature</b>																							

**For office use:**

<b>Claim System number/Oracle number</b>																					
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<sup>1</sup> To be completed by incumbent

<sup>2</sup> From highest to lowest

Task Number								
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