UNIVERSITY OF SOUTH AFRICA
ONLINE INDEPENDENT CONTRACTORS (E-TUTORS)
COLLEGE OF ACCOUNTING SCIENCES
DEPARTMENTS OF AUDITING, FINANCIAL ACCOUNTING, MANAGEMENT ACCOUNTING AND TAXATION

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 tutorials
2. Manage students' learning experiences online
3. Facilitate students’ interactions with their peers online
4. Provide students with academic and technical support online

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 own cost
- Minimum of an Honours’ degree in the subject that you would like to tutor
- 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
- 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 by email and discussion forums)
- Friendly, patient and sensitive to a diversity of students

General Requirements
- Ability to work with diverse students
- Willingness to undergo training on various aspects of tutoring.
- Teaching/tutoring experience will be an advantage

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.
- 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, 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.

Specific requirements
- NQF5 modules – B Com (Accounting Sciences) or B Compt
- NQF6 modules - B Com (Hons)(Accounting Sciences) or Hons B Compt or PG Diploma in Accounting Sciences
- NQF7 modules – Must be a CA(SA) and registered with SAICA or Masters in Accounting Sciences or Doctoral in Accounting Sciences
E-tutoring positions are available in the College of Accounting Sciences in the following departments:

**AUDITING**
- AUE1501 INTRODUCTION TO AUDITING
- AUE1601 LEGAL ASPECTS IN ACCOUNTANCY
- AUE2601 AUDITING THEORY AND PRACTICE
- AUE2602 CORPORATE GOVERNANCE IN ACCOUNTANCY
- AUE3701 AUDIT PLANNING AND TESTS OF CONTROLS
- AUE3702 SUBSTANTIVE PROCEDURES AND FINALISING AN AUDIT
- AU2601 INTERNAL AUDITING: THEORY AND PRINCIPLES

**FINANCIAL ACCOUNTING**
- FAC1500 BASIC ACCOUNTING
- FAC1501 INTRODUCTORY FINANCIAL ACCOUNTING
- FAC1502 FINANCIAL ACCOUNTING PRINCIPLES, CONCEPTS AND PROCEDURES
- FAC1503 FINANCIAL ACCOUNTING PRINCIPLES FOR LAW PRACTITIONERS
- FAC1601 FINANCIAL ACCOUNTING AND REPORTING
- FAC2601 FINANCIAL ACCOUNTING FOR COMPANIES
- FAC2602 SELECTED ACCOUNTING STANDARDS AND SIMPLE GROUP STRUCTURES
- FAC3701 GENERAL FINANCIAL REPORTING
- FAC3702 DISCTINCTIVE FINANCIAL REPORTING
- FAC3703 SPECIFIC FINANCIAL REPORTING
- FAC3704 GROUP FINANCIAL REPORTING

**MANAGEMENT ACCOUNTING**
- AIN1501 ACCOUNTING INFORMATION SYSTEMS IN A COMPUTER ENVIRONMENT
- AIN2601 PRACTICAL ACCOUNTING DATA PROCESSING
- MAC1501 INTRODUCTION TO MANAGEMENT ACCOUNTING
- MAC2601 PRINCIPLES OF MANAGEMENT ACCOUNTING
- MAC2602 PRINCIPLES OF STRATEGY, RISK & FINANCIAL MANAGEMENT TECHNIQUES
- MAC3701 APPLICATION OF MANAGEMENT ACCOUNTING TECHNIQUES
- MAC3702 APPLICATION OF FINANCIAL MANAGEMENT TECHNIQUES

**TAXATION**
- TAX1501 TAXATION FOR SALARIED PERSONS
- TAX2601 PRINCIPLES OF TAXATION
- TAX3701 TAXATION OF BUSINESS ACTIVITIES
- TAX3702 TAXATION OF INDIVIDUALS
- TAX3704 TAX ADMINISTRATION

To apply, you need to do the following:

1. Certified copy (within the previous six months) of highest educational qualification
2. Certified copy (within the previous six months) of academic transcript
3. Certified copy (within the previous six months) of your identity document/passport
4. Certified copy (within the previous six months) of your valid permit (foreign applicants)
5. Certified copy (within the previous six months) of SAQA verification of foreign qualifications (if applicable), and
6. A comprehensive curriculum vitae

**Gross Remuneration:** R6727.50 per month

**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.

Closing Date: 26 November 2018
Application Submission:  Ms Masegare Phaahla, CASETUTOR@unisa.ac.za Tel: (012) 429 8693
Mr Donald Tjikana, CASETUTOR@unisa.ac.za Tel: (012) 481 2913

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

Approved:

Ms O Swart
Head: Tuition and Learning Support
College of Accounting Sciences

Prof E Sadler
Executive Dean
College of Accounting Sciences
## APPLICATION AND PERSONAL INFORMATION FORM: E-Tutors

<table>
<thead>
<tr>
<th>SURNAME</th>
<th>Full Names</th>
<th>Title</th>
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### College/Faculty
- Unisa Learning Centre *(see advert)*

### Academic Department
- Position Reference

### Modules *(Max of 3)*
| 1 | 2 | 3 |

### Race
- B [ ] C [ ] I [ ] W [ ]
- Female [ ] Male [ ]
- Disability Yes [ ] No [ ]

### Registered disability
- Total [ ] Partial [ ] Mental [ ] Physical [ ]
- Hearing [ ] Sight [ ]

### Date of birth
- Identification number
- Income tax number

### Country of birth
- Nationality

### Are you a South African citizen by birth?
- Yes [ ] No [ ]
- 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 [ ] No [ ]
- Date granted

### Residential address
- Postal address

### Postal code
- Telephone numbers
  - Home
  - Work
  - Cell
  - E-mail *(Compulsory)*

### Emergency Contact Details
- Relationship
  - Next of kin
  - Child
  - Spouse
  - Friend

### Initials & surname
- Tel no

### Current Studies
- Qualification
- Institution

### Qualifications
#### Year completed
- Qualification
- Institution

### Signature

### For office use:
- Claim System number/Oracle number
- Task Number

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1. To be completed by incumbent
2. From highest to lowest