



# UNIVERSITY OF SOUTH AFRICA

## COLLEGE OF ACCOUNTING SCIENCES

### INDEPENDENT CONTRACTORS: REGIONAL BASED TUTOR HYBRID (ONLINE AND/ OR FACE TO FACE) POSITIONS 2025

**Purpose:** The purpose of the position is to facilitate learning at a UNISA Regional Centre; through a hybrid model (face-to-face and/or MS Teams) tutorials; on Saturdays and/or weekdays (evenings) in the subjects identified. Various tutor vacancies are available at the following UNISA Regional Centres:

**KZN Region** (Richards Bay, Durban, Pietermaritzburg, Wild Coast, Newcastle), **Gauteng Region** (Johannesburg, Vaal, Ekurhuleni, Pretoria, Florida), **Northern Region** (Polokwane, Makhado, Nelspruit, Middelburg, Giyani), **Western Cape Region** (Parow, George), **Eastern Cape Region** (East London, Mthatha, Gqeberha), **Midlands Region** (Bloemfontein, Kroonstad, Mahikeng, Rustenburg, Kimberley, Potchefstroom).

#### General requirements:

- Attendance of training offered by [Unisa on](#) various aspects of tutoring at the regional offices
- is compulsory
- Not a Unisa Fixed Term contractor or Permanent Unisa staff member.
- **Master's degree in the field of Accountancy**
- **MBA/MBL with Honours degree /Postgraduate Diploma in the Field of Accountancy**
- Advanced communication skills and proficiency in English.
- Commitment to meeting deadlines and a passion for student-centred learning.
- Friendly, patient, and sensitive to a diversity of students.
- Available after-hours during weekdays(16h00 to 20h00) and on Saturdays (8h00-13h00)
- Advance proficiency to facilitate online classes on MS Teams

#### Duties:

1. Effective facilitation of tutoring in a hybrid setting (MS Teams and/or in-person)
2. Preparation for tutoring through hybrid model (MS Teams and/or in-person)
3. Effective facilitation of learning in hybrid settings (MS Teams and/or in-person)
4. Provide feedback to the teaching team (lecturers) as and when required

#### Recommendation

- Own transport is recommended.
- Teaching/tutoring experience in online settings will be an advantage.
- Ability to work with students with diverse needs.
- Own computer and internet

#### 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, or leave (including sick leave), in terms of the UNISA conditions of service. Also as an independent contractor you will be appointed on as and when needed basis.
- Be required to work for a maximum 15 hours per module per semester and 30 hours for year modules.
- Pending the needs of the university you may only be appointed for a maximum of 3 modules.
- Be appointed for the 2025 calendar year
- Remuneration Per hour R431. 60

**Regional Based Tutor Hybrid ([Online and/ or Face-to-Face](#)) positions are available in the College of Accounting Sciences (CAS):**

## SCHOOL OF ACCOUNTANCY

### DEPARTMENT OF AUDITING

**Post-specific Requirements:** Master's Degree in the Field of Accountancy

- AUE3761 The Audit Process

### DEPARTMENT OF FINANCIAL ACCOUNTING

**Post-specific Requirements:** Master's Degree in the Field of Accountancy

- FAC1501 Introductory Financial Accounting
- FAC1502 Financial Accounting Principles, Concepts and Procedures
- FAC2601 Financial Accounting for Companies
- FAC2602 Selected Financial Standards and Simple Group Structures
- FAC3764 International Financial Accounting & Groups
- CAS3701 Capstone module in accounting sciences in financial accounting
- CAS4801 Capstone in Applied Accounting Sciences

### DEPARTMENT OF TAXATION

**Post-specific Requirements:** Master's Degree in the Field of Accountancy

- TAX1501 Taxation of Salaried Persons
- TAX3761 Taxation of business activities and individuals

### DEPARTMENT OF MANAGEMENT ACCOUNTING

**Post-specific Requirements:** Master's Degree in the Field of Accountancy

- MAC1501 Principles of Management Accounting
- MAC2602 Principles of Strategy, Risk & Financial Management Techniques
- MAC3761 Management Accounting III
- AIN3701 Data analytics for Accounting

**Applications should be emailed to** [CASE-F2F@unisa.ac.za](mailto:CASE-F2F@unisa.ac.za)

**Closing Date: 18 October 2024**

**Assumption of duty: February 2025**

#### **General Enquiries:**

Ms Masegare Phaahla Tel: (012) 429 8693 School of Accountancy

- Your application form must be accompanied by a COMPREHENSIVE CURRICULUM VITAE
  - identity document (non-South African applicants may apply with a *passport, work permit, permanent residence permit, or proof of nationalization if applicable. However, prescribed policy processes 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)
- 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 by Unisa's Employment Equity Plan and other applicable legislation.*

# APPLICATION AND PERSONAL INFORMATION FORM

## REGIONAL BASED TUTOR HYBRID( ONLINE AND/ OR FACE TO FACE)

<b>SURNAME<sup>1</sup></b>						<b>Title</b>													
<b>FULL NAMES</b>																			
<b>College/Faculty</b>						<b>Unisa Learning Centre</b> <i>(see advert)</i>													
<b>Academic Department</b>						<b>Position Reference</b>													
<b>Modules</b> <i>(Max of 3)</i>		1		2		3													
<b>Race</b>		B		C		I		W		Female		Male		Disability		Yes <input type="checkbox"/>		No	
<b>Registered disability</b>		Total		Partial		Mental		Physical		Hearing		Sight							
<b>Identification number</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		No		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		No		<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</b> <i>(Compulsory)</i>									
<b>Emergency Contact Details</b>		<b>Relationship</b>		Next of kin			Child			Spouse			Friend						
<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>																	
<b>Task Number</b>																	

