

UNIVERSITY OF SOUTH AFRICA
INDEPENDENT CONTRACTORS (FACE-TO- FACE-TUTORS)
COLLEGE OF ACCOUNTING SCIENCE

Purpose: The purpose of the job 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.

Specific requirements

**Minimum of an Masters ‘ degree in the subject that you would like to tutor’ or a PhD degree in Accounting Sciences
 Registration with a Professional Body (such as SAICA, CIMA, CIA).**

COMPETENCIES, SKILLS AND ATTRIBUTES

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

Face to face tutor positions are available in the following College of Accounting Science:

College	Module
CAS	FAC1501
CAS	FAC1502
CAS	FAC1503
CAS	FAC1601
CAS	FAC1602
CAS	FAC2601
CAS	FAC2602
CAS	FAC3704
CAS	FAC3703
CAS	FAC3702
CAS	AIN1501
CAS	AIN2601
CAS	MAC1501
CAS	MAC2601
CAS	MAC2602
CAS	MAC3701
CAS	MAC3702
CAS	MAC3761
CAS	MAC3703
CAS	AUE2601
CAS	AUE1501
CAS	AUE3761
CAS	AUI3702
CAS	TAX1501
CAS	TAX3701
CAS	TAX3761
CAS	FAC3764

Duties

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

1. Training for effective tutoring face-to-face/hybrid learning
2. Preparation for tutoring face-to-face/hybrid learning
3. Face-to-face/hybrid facilitation of learning
4. Feedback to the teaching team

Assumption of duty: February 2024, pending sufficient enrolment of students.

Remuneration: R 389.35 per hour

Appointments will be made in accordance with Unisa's Employment Equity Plan.

We welcome applications from Persons with Disabilities



To apply, you need to do the following:

You are required to attach scanned certified copies (certified within the previous six months) 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;**
- A comprehensive curriculum vitae

SEND THE APPLICATION TO CASE-F2F@UNISA.AC.ZA

Closing Date: 13 Oct 2023

General Enquiries: Ms Masegare Phaahla

Contact number 012 429 8693

UNISA reserves the right to authenticate all qualifications without 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 2 months after the closing date of this advertisement, please accept that your application was not successful

[Regional Centres \(unisa.ac.za\)](http://unisa.ac.za)

SURNAME¹				Title			
FULL NAMES							
College/Faculty				Unisa Learning Centre <i>(see advert)</i>			
Academic Department				Position Reference			
Modules (Max of 3)		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