

**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 and Nelspruit.

General requirements:

- Attendance of training events on various aspects of tutoring is compulsory in the regional offices.
- **Minimum of Masters' degree but preferably a PHD with the relevant subject as a major.**
- 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 School per NQF level:

SCHOOL OF LAW

NQF LEVEL 5

MERCANTILE LAW

- CLA1501 COMMERCIAL LAW 1A

NQF LEVEL 6

MERCANTILE LAW

- LLW2601 INDIVIDUAL LABOUR LAW

CRIMINAL AND PROCEDURAL LAW

- CRW2602 CRIMINAL LAW: SPECIFIC CRIMES
- CRW2601 CRIMINAL LAW: GENERAL PRINCIPLES

PUBLIC CONSTITUTIONAL AND INTERNATIONAL LAW

- CSL2601 CONSTITUTIONAL LAW
- LCP4801 INTERNATIONAL LAW

To apply: go on the following link:<http://www.unisa.ac.za/vacancies-new/>

- 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*);
 - highest educational qualification (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 CLAWFACE-TO-FACETUTOR@unisa.ac.za

Note: The required documents should be submitted as a single file (one PDF) to the email provided above.

Closing Date: 27 October 2023

General Enquiries: Ms Mildred Moshodi – 012 429 8396

Assumption of duty: February 2024

Remuneration: R 389.35 per hour

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.

<https://www.unisa.ac.za/sites/corporate/default/Contact-us/Regional-Centres>

SURNAME¹				Title			
FULL NAMES							
College/Faculty				Unisa Learning Centre <i>(see advert)</i>			
Academic Department				[REDACTED]			
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	
Initials & surname				Spouse		Friend	
Current Studies		Qualification		Institution			
Qualifications²							
Year completed		Qualification				Institution	
Signature							

For office use:

Claim System number/Oracle number									
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Task Number									
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¹ To be completed by incumbent
² From highest to lowest