

UNIVERSITY OF SOUTH AFRICA
ONLINE INDEPENDENT CONTRACTORS (E-TUTORS)
COLLEGE OF SCIENCE, ENGINEERING AND TECHNOLOGY
(Ref: Independent ContraAllColl/E-Tutor 2018)

UNISA is the only publicly funded institution in South Africa dedicated to open and 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.

General requirements:

- An Honours Degree, with the relevant subject as a major.
- Ability to work with diverse students
- Willingness to undergo training on various aspects of tutoring

E-Tutors will have the following duties:

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

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 service
- Be expected to provide your own infrastructure i.e. your own computer, your own Internet access, work space and any other office-related equipment
- Work in your own time in completing online teaching tasks to a total of 75hrs per semester (excluding marking)
- You may also be required to mark students' assignments and examinations. If this is the case, this will be specified in an independent task agreement with its own remuneration

E-tutoring positions are available in the College of Science Engineering and Technology in the following Departments:

SCHOOL OF SCIENCE

STATISTICS

- STA2602 – Statistical Inference II
- STA3701 – Applied Statistics III
- STA3702 – Statistical Inference III
- STA3704 – Time Series III
- STA2601 – Applied Statistics II

MATHEMATICAL SCIENCES

- MAT2611 – Linear Algebra
- MAT2612 – Introduction to Discrete Mathematics
- MAT2613 – Real Analysis
- MAT2615 – Calculus in Higher Dimensions
- MAT3700 – Mathematics III
- MAT3705 – Complex Analysis
- MAT3706 – Ordinary Differential Equations
- MAT3707 – Discrete Mathematics: Combinatorics
- MAT3711 – Real Analysis
- APM2614 – Applied Dynamical Systems

- APM1513 – Applied Linear Algebra
- MAT0511 – Access to Mathematics
- MAT1510 – Precalculus Mathematics A

PHYSICS

- FIC181C – Physics 1 (Theory)
- PHY1506 – Electromagnetism and Heat (Physics)

SCHOOL OF COMPUTING

- INF1505 -- Introduction to Business Information System
- ICT3713 -- Information and Communication Technology Project Proposal
- ICT3714 -- Information and communication Technology Project Implementation
- COS2626 -- Computer Network I
- ICT2613 -- Internet Programming
- COS2614 -- Programming: Contemporary Concepts
- ICT3714 -- Information and Communication Technology Project Implementation
- INF3703 -- Databases II
- INF3708 -- Software Project Management
- INF3705 -- Advanced Systems Development
- COS3701 -- Theoretical Computer Science 3
- ICT1511 -- Introduction to programming
- ICT1512 -- Introduction to Interaction Programming
- ICT1513 -- Introduction to web Design
- ICT3631 -- Advanced Operating System Practice
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SCHOOL OF ENGINEERING

- CMT4701 -- Construction Material Technology IV
- TST2601 -- Theory of Structures II
- PCI401C -- Production Engineering: Chemical Industry IV
- MCL1501 -- Management: Civil II
- CMT1501 -- Construction Materials Technology I
- CEM4702 -- Chemical Technology IV: Heat & Mass
- PCE4701 -- Power Electronics IV
- DCE1501 -- Drawing: Chemical Engineering I
- SOM401M -- Strength of Materials
- MWE4701 -- Microwave Engineering IV
- OPE4701 -- Opto-Electronics IV
- ECT2601 -- Electronics II
- EDP401M -- Engineering Design Project IV
- THD401M -- Thermodynamics IV
- PRT401I -- Production Technology IV
- RAC401M -- Refrigeration and Air Conditioning IV
- AUC401M -- Automatic Control IV

- CEM4702 -- Chemical Technology IV: Heat & Mass (Module B)
- SAV2601 -- Mine Survey and Valuation II
- MSG211Q -- Mine Survey II
- GMI3601 -- Geology: Mining III
- STG381S -- Structural Geology III
- EMA2601 -- Engineering Management II
- MCL2601 -- Civil Management I
- SRC2601 -- Surveying Civil II
- WEN2601 -- Water Engineering II
- SWM4701 -- Solid Waste Management IV
- CPD4701 -- Chemical Process Design IV(Module A)
- WTC4701 -- Water Treatment (Chemical) IV
- TPE2601 -- Transportation Engineering II
- TPE3601 -- Transportation Engineering III

Closing Date: 18 August 2017

Assumption of duty: February 2018

To apply: https://irec.unisa.ac.za:4443/OA_HTML/2018_Modules_At_Risk_Tutor_Needs_CSET.xlsx

OR

- Your application form below must be accompanied by a COMPREHENSIVE CURRICULUM VITAE and;
 - identity document (non-South African applicants may apply with: *passport, work permit, permanent residence permit or proof of nationalisation 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 in accordance with Unisa's Employment Equity Plan and other applicable legislation*

General Enquiries: Mr.Sultan Beg Mahomed : 011 670 9782
 Email address: Csettutorials@unisa.ac.za

SURNAME¹				Title			
FULL NAMES							
College/Faculty		Unisa Learning Centre <i>(see advert)</i>					
Academic Department			Position Reference				
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"/>
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	
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Task Number	
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¹ To be completed by incumbent

² From highest to lowest