UNIVERSITY OF SOUTH AFRICA
ONLINE INDEPENDENT CONTRACTORS (E-TUTORS)
COLLEGE OF HUMAN SCIENCES

UNISA is the only publicly funded university in South Africa dedicated to distance education. In keeping with its mandate as a comprehensive, open and distance e-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 online duties:
• Facilitate delivery of tutorials.
• Manage students' learning experiences.
• Facilitate students' interactions with their peers.
• Provide students with academic and technical support.

REQUIREMENTS

To be considered as an E-tutor, you must meet the following requirements:

- Not be a Unisa Fixed Term or Permanent staff member.
- Not be an independent contractor with UNISA (e.g. hold a marker contract)
- Ongoing access to Internet **connection at your own cost.**
- **Master's degree but preferably a PHD in the respective discipline.**
- Own copies of software packages that may be required for teaching e.g., Internet browsers, word processing etc.

SKILLS REQUIRED

- Advanced computer and Internet skills i.e., no training will be provided in using software packages, Internet sites or email, except for the Unisa-specific online packages such as myUnisa.
- Advanced communication skills and proficiency in English (student communication will mostly be **text-based** via myUnisa and discussion forums).
- Commitment to meeting deadlines and a passion for student-centred learning.
- Friendly, patient, and sensitive to a diversity of students.

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), etc. in terms of 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, 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.

- Report to the primary lecturer on a regular basis.

E-tutoring positions are available in the College of Human Sciences:

SCHOOL OF ARTS

DEPARTMENT OF AFRIKAANS & THEORY OF LITERATURE

1. Post-specific requirements for <u>Afrikaans Linguistics modules</u>:
    (i) A minimum of a Master's degree or preferably PHD in Afrikaans Linguistics
    (ii) Advanced communication skills and proficiency in Afrikaans and English

- AFK1502   Inleiding tot teksontwerp in Afrikaans
- AFK1503   Afrikaans Vandag: Taalkunde en skriftelike kommunikasie
- AFK1505   Afrikaans vir beginners
- TEX2601   Writing Skills for the communication industry

2. Post-specific requirements for <u>Afrikaans Literature modules</u>:
    (i) A minimum of a Master's degree or preferably PHD in Afrikaans Literature
  (ii) Advanced communication skills and proficiency in Afrikaans and English

- AFK1501   Voetspore: Op reis deur die Afrikaanse letterkunde
- AFK1506   Ontdek die Afrikaanse letterkunde

DEPARTMENT OF AFRICAN LANGUAGES

Post-specific Requirements: Master's Degree or preferably PhD in African languages

- AFL1502   African Language & Culture in Practice
- AFL1503   Language and Communication Skills Acquisition in an African Language
- AFL2601   Communication Dynamics in African Languages
- AFL2602   Understanding African Management Practices as Reflected Languages
                       Literature and Texts
- AFL2603   Literature and Society: A Perspective on African Languages

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DEPARTMENT OF INFORMATION SCIENCE

Post-specific Requirements: Master's Degree or preferably PhD in Information Science, Knowledge management, or Archives and Record Management

- AIS2605   Developing and Managing Information Collections
- ARM1501   Introducing Archives and Records Management
- ARM1502   Managing Records

- ARM1503   Managing Archives
- AIS1501   Introducing Applied Information Science
- AIS1503   Introducing Information Records and Sources
- AIS1601   Using the Internet as a Reference Tool
- AIS2601   Bibliographic Control, Basic Descriptive Cataloguing and Classification
- AIS2603   Describing Library User Group and Meeting Their Needs
- AIS2604   Utilising Electronic Library Systems and Services
- AIS2605   Developing and Managing Information Collections
- INS1501   Introduction to Information Science
- INS1502   Developing Information Skills to Lifelong Learning
- INS2601   Exploring Information User Studies
- INS2603   Introducing Information Management

DEPARTMENT OF COMMUNICATION SCIENCE

Post-specific Requirements: Master's Degree or preferably PhD in Communication Science

- DPR1501   Introduction to Communication
- DPR1502   Communication in the Organization
- DPR1503   Introduction to Public Relations
- DPR1504   Stakeholder Relationships
- DPR1505   The Public Relations Programme
- DPR2601   Public Relations Research
- DPR2602   Communication Theory
- DPR2603   Organisational Dynamics
- DPR2604   Communicating in a Global Context
- DPR2605   The Applied Public Relations ll
- DPR2606   Writing for Public Relations II
- DPR2613   Image and Identity
- COM1511   Principles of Decolonial Communication
- COM1512   Disruption and Communication
- COM1513   Communication in the context of the Organisation
- COM2613   Communication Campaigns
- CBC1501   Communication in Business Context

DEPARTMENT OF ENGLISH STUDIES

Post-specific Requirements: Master's Degree or preferably PhD with a major in English

- ENG1501   Foundations in English Literary Studies
- ENG1502   Foundation in Applied English Language Studies
- ENG1503   Academic Language and Literacy in English
- ENN1504   Practicing Workplace English
- ENG2601   Applied English Language Studies: Further Explorations
- ENG2602   Genres in Literature and Language: Theory, Style and Poetics
- ENG2603   Colonial and Postcolonial African Literatures
- ENG2611   Applied English Language for Foundation and Intermediate Phase First Additional Language
- ENG2613   Applied English Literature for Intermediate Phase First Additional Language
- ENG2614   Applied English Literature for Intermediate Phase Home Language
- ENG1511   Applied English Language for Foundation and Intermediate Phases Home Language
- ENG1512   English for Economic and Management Sciences
- ENG1514   Applied English Language for Foundation and Intermediate Phase First Additional Language

- ENG1515   Applied English Language for Foundation and Intermediate Phases Home Language
- ENG1516   Applied English Literature Foundation Phase First Additional Language
- ENG1517   Applied English Literature for Foundation Phase Home Language

To apply, you need to do the following:

1) Complete the form below https://forms.office.com/r/D2qvzVDDRT?origin=lprLink
2) Attach scanned certified copies of the following documents:
   - certified copy (within the previous six months) of your highest educational qualification
   - certified copy (within the previous six months) of your 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***;*
3) Comprehensive curriculum vitae.

Gross Remuneration: R 11202.80 per month

Assumption of duty: Recommended tutors will have to undergo online training through Unisa's Centre for Professional Development. Contracting will only be finalised and activated after the successful completion of the online training. 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: 11 June 2025

General Enquiries:
                Mr. David Mulaudzi Tel: 012 429 2741

Applications should be emailed to chstutorials@unisa.ac.za

UNISA reserves the right to authenticate all qualifications without any further consent from the applicant. **Late, incomplete and incorrect applications will not be considered.**

Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.

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.

Only applicants with the relevant qualification or higher qualification will be considered.   **Preference will be given to candidates with exceptional academic performance or specific expertise in the module applied for.**   **If you are already appointed for the E-Tutor or Marker position, please do not apply again**

We welcome applications from persons with disabilities