UNIVERSITY OF SOUTH AFRICA
ONLINE INDEPENDENT CONTRACTORS (E-TUTORS)
COLLEGE OF SCIENCE, ENGINEERING AND TECHNOLOGY
(Ref: Independent ContraAllColl/E-Tutor 2025)

UNISA is the 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.

E-Tutors will have the following duties:

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

REQUIREMENTS:

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

- Not be a Unisa Fixed Term or Permanent staff member.
- Ongoing access to Internet connection at your own cost.
- Minimum of Masters' degree but preferably a PhD in the appropriate 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.
- 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-centered 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), in terms of the UNISA conditions of service.
- Be expected to provide your own infrastructure i.e., your own computer, your own Internet access, workspace 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.)

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

SCHOOL OF ENGINEERING

- **WTE1501** - **Water Engineering**
- **WSE3701** - **Water and Sanitation Engineering III**
- **SUR1501** - **Surveying: Theory and Practical**
- **WTE2602** - **Water Engineering II**

- **CVE1501** - **Civil Engineering Management**

CHEMICAL AND MATERIALS ENGINEERING

- **TDA3701** - **Applied Thermodynamics**
- **PRC3701** - **Advanced Process Control**
- **PSE1501** - **Process Safety & Environmental Engineering**
- **REE3701** - **Advanced Reaction Engineering**
- **SPP2601** - **Separation Principles I**
- **CED3601** - **Chemical Engineering Design**
- **TPH3701** - **Transport Phenomena II**
- **EMT1501** - **Materials Engineering**
- **TPH2601** - **Transport Phenomena I**
- **REE2601** - **Reaction Engineering**
- **SPP3701** - **Separation Principles IIB**
- **CET2601** - **Thermodynamics**
- **CEF2601** - **Chemical Engineering Fundamentals**
- DRC1501 - Chemical Engineering Drawing

INDUSTRIAL AND ENGINEERING MANAGEMENT

- **IES2601** - **Industrial Engineering Statistics**
- **SIE3701** - **Industrial Engineering Simulation II**
- **OPR2601** - **Operations Research**
- **FEW2601** - **Advanced Engineering Work Study**
- **EQM3701** - **Engineering Quality Management II**

MECHANICAL BIORESOURCES AND BIOMEDICAL ENGINEERING

- **EGP1501** - **Engineering Graphics**
- **DYN3701** - **Dynamics**
- **THT3701** - **Applied Thermodynamics and Heat Transfer**
- **MEN3701** - **Maintenance Engineering III**
- **MEN1501** - **Maintenance Engineering IA**
- **HMT4801** - **Heat and Mass Transfer**
- **MED2602** - **Mechanical Engineering Design II**
- **MFL1601** - **Mechanics of Fluids I**
- **MFL2602** - **Mechanics of Fluids II**
- **EDG1501** - **Engineering Drawing and Graphics**
- **EMT3701** - **Engineering Materials Technology**
- **EGP1501** - **Engineering Graphics**
- **EEN3701** - **Environmental Engineering**

INDUSTRIAL AND ENGINEERING MANAGEMENT

- **ECT1501- Electronics I**
- **EHF3701-High Frequency Electronics**

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MINING, MINERALS AND GEOMATICS ENGINEERING

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- **MSV1501** - **Mine Survey and Valuation I**
- **MGY1501** - **Mining Geology I**
- **MEX1501** - **Mineral Exploitation IAENM2601- Engineering Management I**

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ELECTRICAL AND SMART SYSTEMS ENGINEERING

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- **Electronics III - ELA2602**
- **Electricity & Magnetism III - ETM3701**

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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 position, please do not apply again

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To apply: go on the following link: http://www.unisa.ac.za/vacancies-new/
Your application form 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)
- The contact details of three contactable references must be provided.
- 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

Gross Remuneration: R 9711.00 per month

Closing Date: 12-August 2024

General Enquiries: **Mr. Emanuel Mashimbye** Tel: (011) 471 3678 /Cell 081 571 4765

The application must be forwarded to this Email address: CSETETUTOR@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.

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We welcome applications from persons with disabilities   ♿

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SURNAME[1]		Title	
FULL NAMES			
College/Faculty			
Academic Department		Position Reference	

Modules (Max of 3)	1	2	3

Race	B ☐ C ☐ I ☐ W ☐	Female ☐ Male ☐	Disability Yes ☐ No ☐
Registered disability	Total ☐ Partial ☐ Mental ☐ Physical ☐ Hearing ☐ Sight ☐ ☐		
Identification number		Date of birth	
Income tax number			
Country of birth		Nationality	
Are you a South African citizen by birth?	Yes ☐ No ☐	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 ☐ No ☐	Date granted			
Residential address		Postal address			
Postal code		Postal code			

Telephone numbers	Home		Work	
	Cell		E-mail (Compulsory)	

Emergency Contact Details	Relationship	Next of kin	Child	Spouse	Friend
Initials & surname			Tel no		
Current Studies		Qualification		Institution	

Qualifications[2]

Year completed	Qualification	Institution

Signature		

For office use: