INDEPENDENT CONTRACTORS:
FACE-TO-FACE TUTOR POSITIONS 2017
(Ref: Independent ContraAllColl/face-to-face/2017)

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. Various tutor vacancies are available at the following UNISA Regional Centres:

- East London
- Port Elizabeth
- Mthatha
- Parow
- George
- Durban
- New Castle
- Pietermaritzburg
- Richards Bay
- Mbizana
- Johannesburg
- Florida
- Pretoria
- Ekurhuleni
- Vaal
- Polokwane
- Giyani
- Makhado
- Lephalale
- Bloemfontein
- Kroonstad
- Mahikeng
- Rustenburg
- Kimberley
- Potchefstroom
- Middelburg
- Nelspruit

General requirements:
- Must meet the specific requirements determined by the College on the Unisa website
- Not be entitled to any benefits such as medical aid, office space, equipment, leave (excluding sick leave), in terms of the UNISA conditions of service:
  - Be required to work for 15 hours per module per semester and 30 hours for year modules (excluding marking):
    - You may also be required to mark students’ assignments and examinations. If this is the case, it will be specified in an independent task agreement with its own remuneration.

Closing Date: 9 September 2016
Assumption of Duty: February 2017

ONLINE INDEPENDENT CONTRACTORS
(E-TUTORS) ALL COLLEGES

Department of Tuition and Facilitation of Learning
(Ref: Independent ContraAllColl/E-Tutor 2017)

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:
- A qualification as per specific requirements determined by the College on the Unisa website
- 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’ learning experiences online
- Facilitate students’ interactions with their peers online
- Provide students with academic and technical support online

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 related equipment;
- Work in your own time in completing teaching tasks online 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, it will be specified in an independent task agreement with its own remuneration.

Closing Date: 9 September 2016
Assumption of Duty: February 2017

To apply for Face-to-Face tutor positions as well as E-Tutor positions 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 (including passport, work permit, permanent residence permit or proof of nationalisation if applicable) (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;
- proof of University admission letter (if required) (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, one of which must be from your present employer excluding your current line manager if you are an internal Unisa applicant.
- 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.