UNIVERSITY OF SOUTH AFRICA
ONLINE INDEPENDENT CONTRACTORS (E-TUTOR POSITIONS)
COLLEGE OF SCIENCE ENGINEERING AND TECHNOLOGY
SCHOOL OF COMPUTING
(REF: E-Tutor/Contr/CSET 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 e-learning tertiary institution offering a variety of academic and career-focused programmes, the University is inviting applicants for services as Online Teaching Assistant on an independent contract basis.

General requirements:
Experience with teaching in an ODeL environment.
Qualifications as per specific requirements are determined by the College on the Unisa website.

E-TUTOR will have the following duties:
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- 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.
- Respond to students' queries within 48 hours.

REQUIREMENTS:

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

- A Master's degree but preferably a PhD in Computer Science.
- A research reflection and portfolio for both academic and non-academic
- Not be a Unisa Fixed Term or Permanent staff member.
- Ongoing access to Internet connection at your own cost.
- Own copies of software packages that may be required for teaching e.g. Internet browsers, word processing etc.
- Please do not apply If you are currently appointed as a Unisa e-tutor or Teaching Assistant.

SKILLS REQUIRED:

- Advanced computer and Internet skills i.e. no training will be provided in using software packages, Internet sites or emails.
- Advanced communication skills and proficiency in English (students communication will mostly be text based via Moodle 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), 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 five days in a week (a minimum of an

hour per day) (including marking).

E-Tutor positions are available in the College of Science Engineering and Technology in the following Department:

Department of Computer Science

Specific Requirements

- PhD (NQF 10) with qualification/s that is/are within UNISA College of Science Engineering and Technology qualifications will be preferred.
- Certified advanced computer literacy.
- Teaching experience of at least three years will be add advantage
- Experience with teaching in an Open Distance e-learning environment
- Being a former Unisa student would be an advantage owing to operational knowledge of the myUnisa platform.

Modules Advertised

- **COS1501 Theoretical Computer Science 1**
- **COS1511 Introduction to Programming 1**
- **COS1521 Computer Systems: Fundamental Concepts**
- **COS2614 Programming Contemporary Concepts**
- **COS2626 Computer Networks I**
- **COS2661 Formal Logic 2**
- **EUC1501 End-User Computing (Theory)**

To apply, you need to do the following:

1)   Complete the form below (see the last page)
2)   Please attached scanned certified copies of your qualifications,ID,Academic transcript and work permit (within the previous three months)

3)   Comprehensive curriculum vitae.
4)   The required documents should be submitted as a single file (one attachment) to the email provided below

Gross Remuneration: R11202.80
Closing Date: 26 March 2025 (Application has to be emailed before close of business at 16:00)
General Enquiries: Mr Emanuel Mashimbye: Tel: 011 471 3678/078 050 1050

The applications should be emailed to: CSETETUTOR@unisa.ac.za
Assumption of duty: The shortlisted candidates will have to undergo a virtual interview and training. Completion of the prescribed training on various aspects of Teaching Assistant is compulsory. Appointments will only be finalised and activated after the successful completion of online training. 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.

We welcome applications from persons with disabilities

 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.

APPLICATION FORM

Teaching Assistant

HR-CA

SURNAME[1]				Title	
FULL NAMES					

College		Department *(see advert)*			
Modules: *Max of 3*				Tel no	

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					

Foreigner

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		Fax	
	Cell		email address	

Emergency Contact Details	Relationship	Next of kin	Child	Spouse	Frienc
Initials & surname				Tel no	

Are you currently a registered UNISA student?	Yes ☐ No ☐	Student no	

Qualifications[2]

Year completed	Qualification	Institution

Signature								

For office use:

Claim System number/Oracle number							

Task Number							

[1] To be completed by incumbent
[2] From highest to lowest