



## About the Organisation

"The people who are crazy enough to think they can change the world, are the ones who do."  
- Steve Jobs

Teach For Malaysia is an independent, not-for-profit organisation on a mission to empower our nation through education. We believe that a child's education and future should not be determined by his or her circumstances in life. Thousands of students don't have the chance to realise their potential because of many socioeconomic factors, like how much their parents earn or where they live.

We recruit, train and support our country's rising generation of leaders to teach in high-need schools across the nation, through the Teach For Malaysia Fellowship - a two-year leadership development programme. We've impacted over 73,000 students, working with the Ministry of Education and other partners. Beyond the Fellowship, our growing network of Alumni are lifelong advocates for education and expanding opportunities for students, working as a movement to build an ecosystem of solutions at all levels of society - from the classroom to the boardroom.

We are looking for champions to join our team in this movement of change, who share our vision, mission, and core values; Sense of Possibility, Excellence, Collaboration, and Integrity. All these are an important part of our culture, to ensure long-term, sustainable success, and realise our vision:

**One day, all children in Malaysia will have the opportunity to attain an excellent education.**

Our collaborative working environment opens up many opportunities for you to expand your network and lead your own learning, alongside other team members, Fellows and Alumni, corporate partners, the Ministry of Education, and other education stakeholders. Teach For Malaysia is also a partner in the Global Education Network, Teach For All.

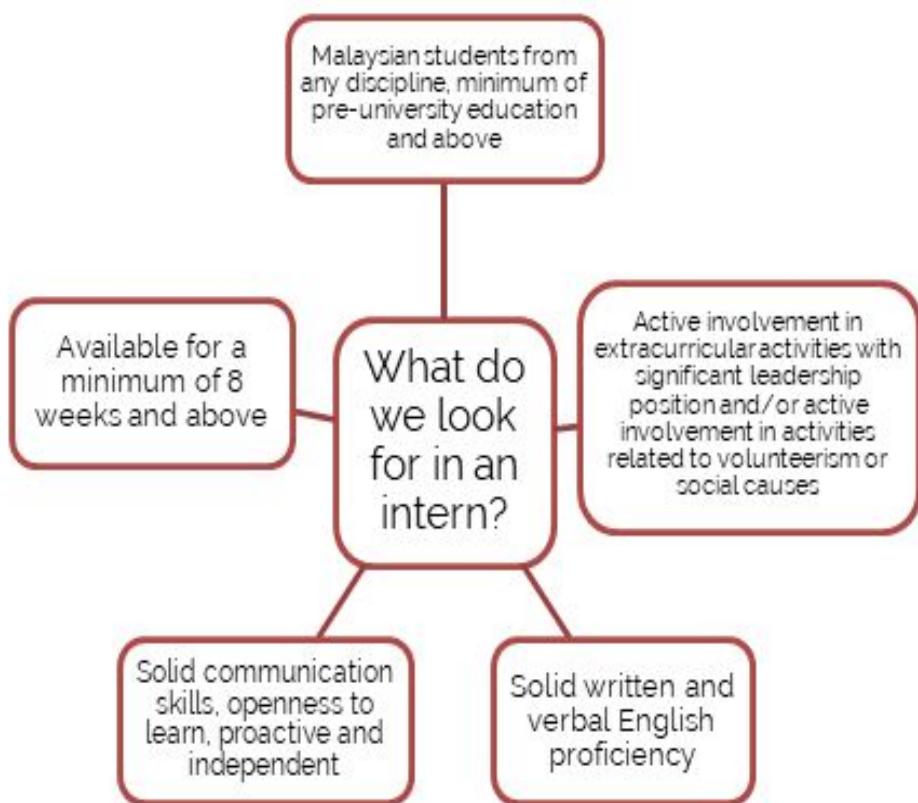
While our compensation package is fair and competitive, we do not expect this to be your key reason for joining us. After all, we are not just offering you a job; we are looking for a like-minded future leader to grow with us and help us in our mission to end education inequity in Malaysia.

## About the Internship

We are looking for interns to join us in this movement of change. Beyond qualifications, we need someone who shares our vision and mission and is aligned with our Core Values: Sense of Possibility, Excellence, Collaboration and Integrity.

There are a number of Functions in which interns can be a part of in order to achieve the mission of Teach For Malaysia as detailed in the following pages. Interns are able to explore their potential to be more competent and holistic leaders by contributing to these Functions. Monthly allowances for A-levels-equivalent students, undergraduates and graduates are RM500, RM700 and RM1000 respectively.

Interns can contribute up to 20% of their time learning from other functions to have a more comprehensive understanding towards the mission and the work that the organisation is doing. Interns are encouraged to bring their own passions, interests and experiences to share with Fellows so they can also get involved in professional development sessions, supporting second year Fellows' initiatives or teaching us all a skill they have!



## When can I apply?

We have 4 internship cycles, where interns will be grouped according to quarters, as detailed below.

There is no limitation on the start date to join or leave an internship (with the exception of Q3). Strict application deadline also applies for Q3.

Quarter	Duration	Application Deadline
1	December - February	15 <sup>th</sup> November
2	March - May	15 <sup>th</sup> February
3	June - August	30 <sup>th</sup> April
4	September - November	15 <sup>th</sup> August

## How can I apply?

Please answer the following questions and submit it together with your CV (both in PDF files), email to [internship@teachformalaysia.org](mailto:internship@teachformalaysia.org)

1. Why do you want to join Teach For Malaysia? What compels you to apply?
2. What do you expect to gain from this internship? (e.g. skills, knowledge, example of exposure and experience)
3. Indicate your earliest start and end dates/period you are available (if unsure at this point)
4. Indicate your top 3 preferred Functions (please indicate if preferences are ranked in order)

## How long should I expect for an offer?



# Specific Roles Functions

## Finance & Operations

### Job Description

The Finance and Operations (similar to HR) intern is committed towards the vision of making "TFM the Greatest Place to Work in Malaysia" a reality alongside the team. We trust that taking care of our talents is crucial in driving the impact they're making in the education ecosystem. Tasks are based on the team's focus areas, which include but are not limited to:

- **Talent:** Support in coordinating the end-to-end internship recruitment processes; owning staff engagement activities (eg. staff retreat, Christmas party, learning events);
- **Office Administration:** Manage internal knowledge management and act as a thought partner to improve office operational processes; assist the Office Manager in maintaining the daily office operational efficiency
- **IT Management:** Assist in maintaining the IT inventory database & attend to IT related matters, liaise with IT vendors;
- To be assigned on handling ad-hoc short term projects, such as:
  - Owning initiatives to refine and improve internship journey for TFM interns
  - Refining HR & office administrative matters
  - Assist in the management of the talent pipeline and the process of employee recruitment

### Pre-Requisites

Excellent organisational skills; Attention to detail; Excellent written communication skills; Relationship building skills; Interest in building team culture; Ability to provide IT technical support.

## Programme

### Job Description

As a Programme Intern, you will be working closely with the Programme team to develop Fellows who are empowered and equipped to make impact from day one and who have a vision of systemic change. You would be committed to ensure that the Teach For Malaysia Fellowship programme collects the right data that helps it articulate the story of the programme, ensuring that it is able to make the right decisions to maximise the impact of the Fellowship programme and inspire others to work with us in driving change. Tasks are based on the team's focus areas, which include but are not limited to:

- **Research & Evaluation:** Work on research and evaluation projects, impact evaluations that happen internally and externally to measure and articulate Teach For Malaysia's impact on the education ecosystem. E.g. crafting research proposal, engaging researchers, develop learning systems, create learning reports, present learnings to different stakeholders
- **Data Analysis:** Analyse and evaluate programme impact in qualitative and quantitative forms, for the purposes of programmatic improvement. Data entry would also be required, as part of measures of impact cycle and research projects. E.g. looking at how the English writing results cross-correlate with English reading comprehension at student level to build guideposts, and perhaps pull out causative effects, school profiling; analysis of TFM Regional team data to search for trends).
- **Project Management:** Assisting with project management for the programme's collaborative projects with various stakeholders E.g. managing an education training event

at an external venue, liaising with multiple stakeholders.

### Pre-Requisites

Interest to understand impact evaluation through data analysis; Strong research skills; Excellent time management skills and ability to plan ahead; Independent - line manager may work remote; Excellent proficiency in both BM and English; Good communication skills.

### Education Ecosystem Engagement

#### Job Description

As an Education Ecosystem Engagement intern, you would be working closely with the EEE team to co-create an ecosystem that enables synergies to innovate education in Malaysia. You would be committed towards cultivating and sustaining a vibrant and collaborative Community of Alumni leaders across the education ecosystem to empower students in Malaysia. Tasks are based on the team's focus areas, which include but are not limited to:

- **Research:** Work with Manager to research different pathways of influence and power that Alumni should consider in order to deepen our impact
- **Insights:** Assist in Alumni survey administration and analysis, and map out the education landscape in Malaysia
- **Opportunities:** Curating professional development and student opportunities for Alumni
- **Event management:** Support the delivery of regional conferences, Alumni Board engagements, and team-led events i.e Alumni Induction

You would also be working closely with public sector stakeholders, doing tasks including but not limited to:

- **Build partnerships and/or collaborations** with existing and new public sector stakeholders at federal, state and district levels on matters pertaining the Teach For Malaysia Fellowship programme and its related operations
- **Strengthen and develop relationships** with federal, state or district public stakeholders through verbal and written communication methods including impactful invitation letters (to events or meetings) and reports as well as through various engagements including events like TFM Week or conferences
- **Develop and maintain the EEE Team's database** as well as conduct a stakeholder analysis to identify potential key stakeholders to work with
- **Assist in developing an engagement strategy** for the EEE Team in achieving the Team's goals for 2020
- **Lead projects or initiatives** that may include either one of the following, but not limited to:
  - Engagement events like school visits, TFM Week, Appreciation Lunches, movie screenings, conference or exhibition style of events
  - Research on potential partnerships and collaborations with public sector stakeholders
- **Support the team in scheduling and preparing for discussions**, alignment and / or negotiation meetings with the Ministry of Education or any other public sector stakeholders. This includes developing and finalising storyboards and presentation decks, as well as other relevant materials needed (progress reports etc.)
- **Managing the knowledge management systems** of the team knowledge management, mainly note-taking, preparing minutes, updating initiatives tracker and the Partnership Development Handbook

### Pre-Requisites

Excellent written communication (English and Bahasa Melayu), excellent attention to detail,

proactiveness, relationship building skills and interest in stakeholder management.

#### Region (based in Pasir Gudang, Johor)

#### **Job Description**

Interns would work with the Head of Regions to support Teach For Malaysia Regions (TFM South) in regional communication, partnership development, team processes and operational tasks, while being based in the **South office**. Tasks would cover a wide scope including but not limited to:

- Shadowing the Head of Region to problem-solve challenges within the region and improve processes currently used within the function
- Logistical support for the Heads of Regions in Johor and KL
- Support in relationship-management activities which include TFM's partnership with both governmental and private stakeholders within the Regions
- Analyse regional data to track Regional performance in student impact, Fellow development and partnerships

#### **Pre-Requisites**

Strong organisational skills; Relationship building; Process-driven; Love for learning; Operating within multiple contexts and situations.

#### Talent Acquisition

#### **Job Description**

Working closely with an assigned mentor to support **recruitment and selection of Fellows** by:

- **Building partnerships and/or collaboration** with existing and new university-career services centres and student-leaders and organisations through campus recruitment activities, campaigns, career fairs, workshops, training, etc.
- **Cultivating candidates** by making phone calls, shadowing coffee chats, supporting presentations in career-preparation or information sessions
- **Leading projects or initiatives** that may include either one of the following, but not limited to:
  - Market research and subsequent recruitment activities
  - Social media marketing, campaign and collaterals
  - Data analysis and selection process support
  - Students, Campus Leader and/ or community engagement events
  - Ensuring a **smooth & efficient selection process** by:
    - Coordinating and managing phone interview bookings and invitations of candidates to Assessment Centres
    - Propose and execute logistical arrangements for Assessment Centre as the Operation Lead and ensure an engaging & excellent candidate experience
    - Supporting documentation processes for Fellows' employment
    - Matriculating and onboarding candidates, and delivering an excellent candidate experience by:
      - Co-organising engagement events. e.g. Raya Open House, Offeree briefings
      - Producing offeree newsletters.

#### **Pre-Requisites**

Strong communication skills; Relationship building skills

- Attention to details and strong proficiency in English & Malay is extremely important.

Proficiency in basic computer skills such as performing operations or data analysis on Microsoft Excel is a plus.

## **Marketing**

### **Job Description**

You'll be working to get the word out about Teach For Malaysia - the mission, the Fellowship, and the movement. A Marketing intern can expect to gain experience working on a variety of tasks, such as:

- Being part of **content creation** for TFM's social media platforms, blog and website (ie. copywriting, photography and photo-editing, graphic design, video creation)
- **Curating the Brand Toolkit:** Producing fact sheets, templates, and supporting materials for common use
- Website design, management and analytics
- **Digital Marketing:** Search Engine Optimisation, Search Engine Marketing
- **Photography and Production:** Supporting with event coverage and (seasonal) coordinating photo-shoots
- **Media Engagement:** Pitching for media coverage of Teach For Malaysia

### **Pre-Requisites**

Excellent English proficiency and attention to detail is important. Experience in videography, graphic design, website design, photography, digital marketing or copywriting is greatly appreciated.

## **Partnership Development (Private - Individual Giving)**

### **Job Description**

- Develop, manage and maintain engagement and stewardship materials for prospects, partners and supporters of Teach For Malaysia
- Participate and assist in cultivation meetings and fundraising events at Teach For Malaysia
- Support the development and execution of public fundraising strategies (online giving) at Teach For Malaysia
- Support in back end donor servicing, i.e. attending to donor transactions and queries.
- Assist in donor packaging and reporting
- Uphold to function and organisation norms, including attending team and organisation meetings, and participate in knowledge management

### **Pre-Requisites**

Excellent attention to detail; Excellent written and communication (English); Relationship building skills.

## **Partnership Development (Private - Corporations & Foundations)**

### **Job Description**

- Assist in the development of new leads and managing stewardship materials for prospects, partners and supporters of Teach For Malaysia. E.g. research and engage prospects, draft and process letters (permission, thank you, invitation), coordinate opportunities for students, Fellow, Alumni, and any customised engagements
- Assist in donor stewardship packaging and reporting, engagements and any other documentation required
- Participate and assist in cultivation meetings and fundraising events at Teach For Malaysia
- Support the development and execution of public fundraising strategies (online giving) at Teach For Malaysia when needed
- Support the development of stakeholder mapping and Customers Relationship Management (CRM) platform
- Uphold to function and organisation norms, including attending team and organisation meetings, and participate in knowledge management

### **Pre-Requisites**

Strong attention to detail; Excellent written communication (English and Malay); Good communication and relationship building skills; Organised; Proactive.

## **General Rule of Thumb as an Intern:**

Interns are expected to be flexible and ready to occasionally assist with additional tasks beyond the job description or across functions. Being proactive during this period of internship is a key value that is highly appreciated in this organisation. Above all, approach this internship with an open heart and mindset for learning!