Talent Acquisition
Associate/ Senior Associate

"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 111,000 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.

Role: Talent Acquisition Associate/Senior Associate
Start Date: Immediately
Employment Type: Short-Term Contract (August to December)
Location: Kuala Lumpur, Malaysia

Objective

To identify, recruit and select Malaysia's most promising future leaders, locally and globally, of all academic disciplines and career interests to join the Fellowship.

Key Measures of Success

- **Recruit & select high potential Fellows** from a diverse academic and socio-economic talent pool based on current selection process
- **Build a significant early stage database of university students and corporate partners** to engage with Teach For Malaysia

Duties and Responsibilities

Set Big Goals
- Set ambitious recruitment goals, and drive university campus-based and virtual activities achieving it
- Leverage on social media marketing and communication platforms to increase brand awareness and recruitment opportunities

Invest in Team & Stakeholders
- Represent Teach For Malaysia to potential candidates professionally and convincingly
- Identifying, building and managing relationships with key stakeholders, including prospective applicants, campus leaders, student organizations, university management, career offices and teaching faculties

Plan Purposefully & Execute Effectively
- Efficiently using tracking systems to analyse and determine the effectiveness of campaign strategy and execution
- Deliver recruitment pitches and campaigns at targeted universities and other talent pools to ensure Teach For Malaysia fills its required Fellowship vacancies with top quality candidates
- Design, plan and execute effective recruitment events, campaigns and marketing strategies to influence campus environment (e.g.: careers fairs, recruitment trips)
- Design, plan and executive recruitment strategies through networking and virtual platforms (e.g. referral campaigns, LinkedIn, webinars, etc)
- Execute efficient and effective selection processes, including application review, interview and assessment center

Continually Increase Effectiveness
- Provide support to the organisation's mission through activities such as conducting relevant research, tracking all aspects of campaign progress, participating in cross-functional working groups, maintaining databases and coordinating travel.

Required Competencies

- **Passionate about our mission:** believes deeply in the importance of inspiring/investing external people in our mission, and has high expectations for how Teach For Malaysia is viewed by external constituents.
- **Aligned with our core values:** Sense of Possibility, Excellence, Collaboration and Integrity.

- **Leadership:** operates with a high level of personal responsibility, with a desire to grow into leadership position; demonstrated commitment to reaching ambitious team goals and ability to influence and motivate others to achieve ambitious goals.
- **Proven ability to build and maintain good relationships** with internal and external stakeholders.
- **High degree of adaptability:** ability to quickly adjust in a fast-paced, achievement-oriented, and Volatile, Uncertain, Challenging, Ambiguous (VUCA) environment
- Able to **think strategically, creatively, innovatively**, and in a **resourceful** manner.
- **Strong verbal and written communication:** can speak compellingly about our organisation, mission and goals and has a mature presence.
- **Excellent proficiency** in English and solid proficiency in Bahasa Malaysia.
- **Strong organisational skills** and detail-orientation.
- **Willing to travel**, as well as working over unconventional hours (e.g. selected weekends or nights for recruitment & selection events or calls with candidates in different time zones)

Preferred but not required:

- 1 - 2 years experience in recruitment and selection would be a plus point
- Experience working and/or living in Sabah or Sarawak and having a network of key stakeholders that would support recruiting graduates in Sabah and/or Sarawak is an added advantage.
- Able to work well with Adobe Photoshop, Illustrator and Premiere Pro.

To apply, please send us a copy of your CV and answers for the following three questions to careers@teachformalaysia.org . (Not more than 300 words per question)

1. Why does joining the Teach For Malaysia excite you?
2. What is your long term career goal? Please elaborate how joining TFM and this role is a step towards achieving that.
3. What are the three most important attributes or skills that you believe you would bring to our organisation?