



## Senior Programme Coordinator/ Programme Coordinator Program Duta Guru

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

### About Teach For Malaysia

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 110,000 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, Yayasan PETRONAS, PETROSAINS, 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 Program Duta Guru

Program Duta Guru is a two-year development programme to empower teachers to be highly competent and committed; serving as role models to enhance higher order thinking skills (HOTS) through STEM education as a foundation to being a competitive nation. The programme's mission is to build upon existing systems to improve the competency of Malaysian public school teachers in order to enhance students' higher order thinking skills.

Many STEM initiatives have been created within Malaysia, targeting different levels of the education ecosystem. Despite these efforts, STEM enrollment in Malaysian public schools remains low due to a lack of interest and competency. One key intervention, as outlined by the government, is to upskill teachers who play a great influence on student choices and education outcomes. Program Duta Guru aligns to this.

Teach for Malaysia has been appointed as the implementation partner of Program Duta Guru which is a collaboration between Yayasan PETRONAS ("Yayasan") and the Ministry of Education ("MOE"), through Pusat STEM Negara (PSN).

Program Duta Guru supports teachers in every district in Malaysia through national and regional training events, as well as individualised coaching and support. The programme launched in December 2019, and the first cohort of 150 participants started their training in June 2020. Program Duta Guru participants are grouped according to 6 zones, and each zone is managed by a Programme Coordinator or a Senior Programme Coordinator with a small team of Pembimbing Duta Guru (teacher coaches). There are two Senior Programme Coordinators who will each manage two Programme Coordinators in their teams.

More information about Program Duta Guru is available at this link - <https://www.yayasanpetronas.com.my/program/dutaguru/>

**Role:** Program Duta Guru, Senior Programme Coordinator/ Programme Coordinator  
**Start Date:** Immediate  
**Employment Type:** Full-Time, 1 Year contract  
**Location:** To be confirmed

### Objective

The Programme Coordinator ensures that the delivery of the Program Duta Guru is effective in the regional context, and collaborates with other Programme Coordinators to deliver an aligned Program Duta Guru in the national context. They serve as a critical lever in the management and development of Pembimbing Duta Guru and Participants in their respective zones.

Effectively the regional manager of a national programme, the Programme Coordinator oversees the delivery of regional events, co-creates the regional and national culture and acts as the local liaison for engaging stakeholders in the region. The Programme Coordinator also works with Pembimbing Duta Guru to provide individualised support to a group of Duta Guru participants within their particular zone through in-person and virtual interactions.

In this role, the Programme Coordinator will collaborate with other Programme Team members to deliver national events, and iteratively improve the programme in order to achieve desired programme and Participant outcomes. Through the programme, Participants are provided with the tools and experiences to develop a life-long commitment to STEM in education both inside and outside the classroom.

Additionally, the Programme Coordinator works with other Programme Coordinators to identify the professional development needs of the Pembimbing Duta Guru and Participants. They craft and execute professional development plans and support for the Pembimbing Duta Guru in their zone. As part of the national Programme Team, Programme Coordinators share and learn best practices to ensure that the Program Duta Guru is delivered across all zones in an aligned way, while meeting the needs of the regional context.

### Key Measures of Success

- **Participants' loyalty (NPS) and satisfaction (CSAT)** of training and personalised support, and regional team's support and responsiveness to Participants,
- **Participants' development and growth in teacher competencies**, including elements of Participants' teaching and leadership development, and collegial relationship among Participants and with the organisation.
- **Programme delivery completion**, including delivery of individualised ongoing support, regional and national training.
- **Satisfaction (CSAT) and loyalty (NPS) of educational stakeholders** (e.g. school leadership, SISC+, TPU).

**Additionally, for the Senior Programme Coordinator roles, they are accountable to the above key measures of success for their own designated zones as well as the zones of the Programme Coordinators they are managing.**

## Duties and Responsibilities

The following are the duties and responsibilities of Programme Coordinators -

### Work with Pembimbing Duta Guru in the same zone to achieve programme outcomes -

- Directly and in collaboration with MOE talent (e.g. SISC+/ TPU), provide individualised support and coaching to a group of Duta Guru Participants within a particular Zone through in-person and virtual interactions
- Monitor, track and record progress of Participants
- Develop and support a collaborative learning culture in the zone
- Connect Participants to resources available (e.g. at the STEM Hub)
- Deliver training and support activities in the designated zone (PLCs, coaching and workshops)
- Manage the analysis of zone data specific to Participant impact

### Partner with educational stakeholders in the zone -

- Build and develop relationships with school (i.e. Principals), state and district government and relevant stakeholders to support Participants' development
- Build relationships with local education partners and regional private sector to support the development of Pembimbing Duta Guru and/or Participants
- Oversee necessary administrative procedures required by the MOE

The **Senior Programme Coordinator** essentially plays the role of a Programme Coordinator for one (1) designated zone, and on top of that manages/ supports two (2) Programme Coordinators to be effective in their respective zones. Primary managerial responsibilities would include check-ins and coaching conversations with Programme Coordinators. The Senior Programme Coordinator is accountable for the management and development of his/her team of Programme Coordinators as well as the key measures of successes for zones that he/she and the respective team operate in.

## Required Competencies

- Passion for Teach For Malaysia's mission and the movement, with a desire to operate within the Teach For Malaysia's Core Values
- Deep belief in Program Duta Guru's long term mission and desire to develop the team and Participants towards meeting that vision
- Clear and confident, and emotionally engaging communicator both in writing and verbally
- Highly adaptable and work effectively in an entrepreneurial, fast-paced, deadline-driven, collaborative and VUCA (volatile, uncertain, challenging and ambiguous) environment
- Growth mindset for self and others – a belief that with continuous reflective practice and effort, all can improve and progress
- Sound understanding of the coaching-mentoring continuum and ability to support and develop individuals in their own coaching-mentoring practice
- Ability to further develop existing adult facilitation skills and recognise the intricacies of developing adult leaders
- Strong understanding of the latest national and global trends in HOTS, STEM education and the STEM industry.
- Strong data and contextual analysis skills to draw accurate conclusions and guide actions
- In-depth understanding of principles of teaching and learning, pupil progression, and classroom leadership
- Creativity in identifying solutions/strategies in tackling issues/challenges that arise within the region
- Ability to work effectively with others

- Demonstrate exceptional relationship-building skills in order to establish effective working relationships with people of all working styles, backgrounds and industry-experience to form a highly functional team
- Ability to manage a team that works remotely and maintain strong team culture
- Strong proficiency in MS Office and G Suite platforms
- Strong proficiency in the Bahasa Malaysia language
- Must be able to travel independently between multiple work sites in other regions, if necessary.

### Who should consider this role

- 2-4 working experience with a Bachelor's degree (in any field)
- At least 2 years classroom practice
- Experience in coaching/ mentoring teachers and facilitating training sessions is an added advantage
- Experience in STEM education is an added advantage
- Experience in managing a team is an added advantage

**To apply, please send us a copy of your CV (with 2 referees listed) and answers for the following questions to [careers@teachformalaysia.org](mailto:careers@teachformalaysia.org) (not more than 200 words per question)**

1. Why does joining the Teach For Malaysia (Program Duta Guru) team excite you?
2. What is your long term career goal? Please elaborate how joining the Teach For Malaysia (Program Duta Guru) team is a step towards achieving that.
3. Given that Program Duta Guru is a brand new programme that has been launched, there may be new challenges, uncertainties and lots of fluidity expected in the work. Share an experience in which you were able to adapt to a volatile, uncertain, challenging, ambiguous (VUCA) environment. In your answer, please cover:
  - a. A brief explanation of the situation/environment you were in
  - b. How did you adapt
  - c. What lessons did you learn
4. What are the three most important attributes or skills that you believe you would bring to our organisation?