



## Manager, Strategy and Performance Executive Office

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 were born/live.

We recruit, train and support our country's rising generation of leaders to teach in high-need schools across the nation, through our 2 core strategic programmes which is the Teach For Malaysia Fellowship and Program Duta Guru - our two-year leadership development programmes focused on growing leaders across the education system. We've impacted over 150,000 students and worked with the Ministry of Education and other corporate and social sector partners to collectively bring transformation to the education system. Beyond the Fellowship and Program Duta Guru, our growing network of Alumni, education champions and supporters 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.

As we celebrate TFM's 10-years of existence and impact, we are looking for champions to join our team in this movement of change - people who share our vision, mission, and core values (Sense of Possibility, Excellence, Collaboration, and Integrity) - so that we are able to collectively work towards expanding our impact. Alignment to our vision, mission and values are integral to TFM's culture, to ensure long-term, sustainable success and to realise our mission to:

**Build a movement of leaders in the education ecosystem to empower all children in Malaysia to realise their potential**

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 achieve our mission.

**Role:** Manager, Strategy & Performance  
**Start Date:** Immediate  
**Employment Type:** Full time, 1-Year Contract  
**Location:** Kuala Lumpur, Malaysia

### **OBJECTIVE OF THE ROLE**

As the organisation enters into its second decade of its existence, this role is focused on designing, improving and implementing strategic and operational planning processes which will ensure that the organisation is able to effectively translate TFM's 2030 strategic plan into actions with measurable impact.

The Strategy and Performance Manager plays a key role in supporting the Chief Executive Officer (CEO) and Senior Leadership Team to design processes, collate information and analyse key organisational performance data across all core programmes and subsequently communicate the organisation's impact to internal and external stakeholders.

This role reports to the CEO, with a dotted line relationship with the Finance & Operations Director and is expected to work cross functionally with all teams.

### **DUTIES AND RESPONSIBILITIES**

Responsibilities include but are not limited to the following:

#### **Strategic planning, impact tracking and reporting**

- Facilitate the organisation's annual and multiple year strategic planning approach, which includes: Developing and managing strategic planning systems and processes, coordinating with the Finance team on budget planning, coordinating with Talent Team on hiring plans and other steps necessary. Specifically, over the next year, manage communications of TFM's 2030 Strategy across the organisation and TFM Movement to ensure the roll out is comprehensive, efficient and effective, resulting in full clarity and organisational buy-in.
- Monitor and track progress against organisational goals (Objectives and Key Results "OKRs") and coordinate quarterly OKR reviews to ensure the organisation stays on track to achieve its goals. This includes improving the tracking mechanism of OKRs, and leading the tracking process to ensure the whole organisation and different functions are on track to achieve our OKRs.
- Produce and present regular performance reports and metrics for the Senior Leadership Team, Board of Trustees, and wider organisation.
- Develop an updated Monitoring, Evaluation and Learning framework and strategy, which includes setting up of a cohesive, robust and integrated mechanism to collate impact data across TFM's core programmes.
- Lead the project management and delivery of TFM's Annual Report by facilitating the collection of impact data from various stakeholders and driving the reporting narrative.

#### **Management of strategic projects and key organisational events**

- Work with the CEO and the Finance & Operation team to move forward strategic initiatives across the organisation. Examples of projects could include:
  - Building a strong culture of knowledge management in the organisation by setting up structures which allow for the optimum usage of TFM's internal knowledge management portals (i.e. Confluence, Google Drive, Salesforce, or any other platform identified as beneficial for the organisation)
  - Supporting the Marketing Team with TFM's 10th year celebration project.
  - Driving other strategic projects identified by the Senior Leadership Team as pivotal and as a priority to articulate TFM's strategy and improve internal processes.
- Coordinate and manage organisation-wide communication including the planning of bi-weekly organisation-wide staff meetings and/or town halls.
- Codify learnings from past years' projects/ planning processes and identifying best practice for the future.
- Management of annual organisational calendar.

### **Supporting the effectiveness of the Senior Leadership Team (SLT) and Extended Leadership Team (ELT)**

- Serve as a strategic thought partner to the CEO and the Finance & Operations team on key organisational decisions related to Board Management, Strategy, Organisational Performance and Impact Tracking.
- Support the SLT & ELT to be effective, such as: Develop and structure meeting agendas, prepare discussion materials, ensure proper communication and follow-up, as well as generating ideas for the improvement of the organisation's leadership teams' effectiveness and helping to execute them.
- Coach SLT and ELT members in the formulation of individual team strategies to ensure cohesion across corporate, business and functional strategies.
- Develop a consistent and values-anchored approach for sharing SLT & ELT initiatives with the rest of the organisation.
- Support the CEO with written communications and presentations especially pertaining to the articulation of TFM's strategy and planning initiatives to internal and external stakeholders.

### **Coordinate relationship with Board of Trustees (BOT) and Teach For All (Global Network Partner for TFM)**

- Support the CEO and members of the SLT to develop BOT meeting and annual review (BOT Stepback) papers, including the setting up of a cohesive and consistent data gathering process to facilitate reporting on key strategic goals to the Board.
- Manage the operations of the BOT, including liaising with Trustees to arrange for meetings, ensuring timely delivery of Board papers, being present at BOT meetings and BOT Stepbacks, summarising Board meeting outcomes and ensuring thorough follow-up on next steps.
- Coordinate activities and engagements between Teach For Malaysia and Teach For All which includes having oversight over the Partnership Support Plan, setting up structures and mechanisms to maximize the usage & benefits of the TFAll portal and working with the Talent team to coordinate TFAll development opportunities for staff members.

## **KEY MEASURES OF SUCCESS**

- Setup of a cohesive, robust and integrated mechanism to collate impact data across TFM's core programmes.
- Production of regular organisation performance reports and metrics for the Senior Leadership Team, Board of Trustees, and wider organisation.
- Smooth, clockwork-like coordination of standard organisational processes such as coordination of Board of Trustee meetings, Senior Leadership Team meetings, annual strategic planning & budgeting process and organisation-wide bi-weekly meetings.
- Improving ratings on relevant metrics in the organisation's employee engagement survey.
- Delivery of TFM's Annual Report on a yearly basis.

## **REQUIRED COMPETENCIES**

### **Role-Specific Competencies**

- Outstanding written and analytical skills.
- Able to produce written communication, reports and presentations for high-stake audiences that combine data and written narratives, with great attention to detail and excellent standard of work presentation.
- Excellent organisational, time management and project management skills, including the ability to multitask with tight deadlines.
- Ability to handle sensitive information with utmost confidentiality and maturity
- Demonstrated ability or experience of holding people to account to achieve goals and objectives
- Experience with Agile and/or Scrum project management is an advantage
- Experience with setting and managing OKRs is an advantage

### **Years of experience & qualification**

- 4 years of experience, preferably working within management consulting or corporate planning & strategy.
- Bachelor's degree or equivalent practical experience.

### **Leadership Experience & Team Adaptability**

- Ability to be adaptable in an entrepreneurial, fast-paced, achievement-oriented environment
- Strong interpersonal skills and ability to work collaboratively and influence across all levels of employees and external stakeholders
- Experience leading cross-functional process improvements
- Able to think strategically, critically, innovatively, and in a resourceful manner

### **Language & Technical Proficiency**

- Strong written, verbal skills and excellent proficiency in English and basic proficiency in Bahasa Malaysia
- Excellent proficiency in Microsoft Excel, Powerpoint and Word
- Willing and able to readily adopt and utilise any TFM database or technological platform / application (i.e. Google Workspace, Confluence, Salesforce, Zoom etc.)
- Experience with data visualization software such as Power BI or Google Data Studio is an advantage

### **APPLICATION**

To apply, please email the following to [careers@teachformalaysia.org](mailto:careers@teachformalaysia.org):

**(a) Your latest CV (with 2 referees listed)**

**(b) Answers to the following questions (not more than 300 words per question)**

1. Why does joining Teach For Malaysia excite you?
2. What is your long term career goal? Please elaborate how joining Teach For Malaysia is a step towards achieving that.
3. Highlight 1 relevant past work experience that you think would make you the right fit for this role. In your example, share:
  - a. What was the goal
  - b. What were the challenges you faced in working towards the goal
  - c. What was the outcome
  - d. Share why that particular experience showcased your ability to be effective in this role