



Special Projects 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 92,000 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: Senior Associate, Special Projects
Start Date: Immediate
Employment Type: 1-year fixed term contract
Location: Kuala Lumpur, some travelling needed depending on project

Mission for the Role

The Special Projects Senior Associate is a role under the new Special Projects team that aims to build long term sustainability for the organization. This role would oversee the effective implementation, monitoring and reporting of projects secured for TFM

Key Measures of Success

The Special Projects Senior Associate is crucial in driving the following:

- **Project Management** – Effective project coordination and time management to ensure all project deliverables are completed on time with great quality
- **Monitoring and Evaluation** – Effectively develop and execute impact measurement frameworks including data collection and analysis
- **Business Development** – Strong aptitude for building proposals for new ideas and pitching to externals for new funding opportunities for the organization

Duties and Responsibilities

Duties and responsibilities for the role include but is not limited to the following:-

Project Management

- Create Project Plan and timeline for every newly-engaged project
- Monitor timeliness and quality of each deliverable in project plan
- Able to engage stakeholders to continuously manage their expectations of project timelines and deliverables
- Manage potential vendors or implementations partners we may work with to deliver project deliverables
- Manage and build relationships with key stakeholders in MOE (eg. teachers, students, and school staff members)

Monitoring, evaluation and reporting

- Develop impact measurement framework for new projects
- Monitor and collect impact data for each project consistently
- Able to analyze data in a meaningful manner and create breakthrough insights for further development or reporting on completed projects
- Create milestones and completion reports for each project to update the stakeholders involved

Business Development

- Do comprehensive research in new areas of business to explore new project ideas
- Create proposals for new projects that enhance TFM's impact as well as build greater financial sustainability for the organization
- Build and maintain good relationships with potential funders and stakeholders

Required Competencies/ Experiences

- Excellent organizational skills, accuracy and exceptional attention to detail.
- Proactive self-starter with the ability to manage multiple streams of work, and independently prioritize tasks.
- Highly adaptable and work effectively in an entrepreneurial, fast-paced, deadline-driven, collaborative and dynamic environment.
- Ability to develop strong relationships and partnerships with students, diverse individuals, external stakeholders and volunteers with good and clear communication skills.
- Excellent reasoning, problem-solving and process-based thinking skills.
- Strong ability to track and analyze data to monitor progress or report impact.
- Excellent proficiency in written and verbal English, basic BM proficiency required. Excellent proficiency in both languages is an added advantage.
- Good budget and cost management skills.
- Computer literacy and typing skills.
- Proficiency in MS Word, PowerPoint, & Excel and/or G Suite Applications.
- Basic design/layout skills desired.
- Must be able to travel independently between multiple work sites.
- Strong desire to learn new things and grow professionally.
- Passion for Teach For Malaysia's mission and the education field.

Previous Experience

- A minimum of 2 years experience in project management and program development and implementation preferred.
- Fresh graduates with strong leadership or experience coordinating student projects will be considered.
- Minimum qualification of a Bachelor's Degree preferred.

To apply, please send us a copy of your CV with two referees listed and answers to the three questions listed below to careers@teachformalaysia.org.

1. What motivates you to join Teach For Malaysia? (Limit: 300 words)
2. Describe a time when you encountered serious obstacles to success while working on a project. (Limit: 300 words)
3. Which of our 4 Core Values (Sense of Possibility, Excellence, Collaboration, Integrity) resonates with you the most? Why? (Limit: 300 words)