



## Senior Associate, Stakeholder Engagement and Operations Program Duta Guru

"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 44,000 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 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 (as Participants) 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. Participants are grouped according to 6 zones, and each zone is managed by a Senior Programme Coordinator (SPC) or Programme Coordinator (PC) with a small team of Pembimbing Duta Guru (teacher coaches).

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

**Role:** Senior Associate, Stakeholder Engagement and Operations  
**Start Date:** Immediate  
**Employment Type:** Full-Time, 1 year contract  
**Location:** Kuala Lumpur

### Mission for the Role

The mission of the Stakeholder Engagement and Operations Senior Associate is to facilitate programme delivery by maintaining large-scale operational systems as well as ensuring operational efficiency of the programme. This includes overseeing and keeping track of the programme activities carried out by the team.

Additionally, the role will also support managing relationships with stakeholders within the Program Duta Guru ecosystem (including, but not limited to Yayasan PETRONAS, Pusat STEM Negara and Petrosains). This also includes working with stakeholders in the Ministry of Education (MOE) at federal and regional levels.

### Key Measures of Success

#### Project Management

- Maintain an accurate and dynamic project dashboard tracking all programme activities carried out as Programme Implementer.
- Effective knowledge management practice.

#### Recruitment and Selection

- Effective recruitment process for Participants and *Pembimbing* Program Duta Guru.
- Achieve recruitment target for Participants and *Pembimbing* Program Duta Guru.

#### Stakeholder Engagement

- Establish strong relationships with the PDG Team (including Yayasan PETRONAS, Pusat STEM Negara and Petrosains).
- Establish strong relationships with stakeholders in the Program Duta Guru ecosystem in the public and private sectors.

#### Planning and Performance Reporting

- Produce reports in a timely manner.
- Produce high quality reports for various stakeholders highlighting progress and impact of Program Duta Guru.

### Duties and Responsibilities

The role will work closely with the Head of Stakeholder Engagement and Operations as well as the Head of Program Duta Guru to facilitate these activities:

#### Project Management

- Create and maintain a project dashboard to track all key programme activities to measure the team's progress and effectiveness as the Programme Implementer.
- Capture issues, risks and updates on programme delivery, and collaborate with the relevant stakeholders to address them, if necessary.
- Work closely to support the Training & Support Team in planning events for the delivery of the programme.

- Manage logistics and provide communication support to Participants to attend programme activities; including, but not limited to accommodation, food, venue, transportation, technological aid, etc.
- Develop, implement and maintain processes that allow for effective knowledge management.

### **Recruitment and Selection**

- Outline recruitment process to recruit Participants and *Pembimbing* Program Duta Guru.
- Support Pusat STEM Negara in recruiting Participants and *Pembimbing* Program Duta Guru.
- Become a part of the Selection Committee to select Participants and *Pembimbing* Program Duta Guru.
- Prepare selected Participants and *Pembimbing* Program Duta Guru. for onboarding during Orientation.

### **Stakeholder Engagement**

- Engage with stakeholders from the Ministry of Education (MOE) at federal and regional levels (including *Jabatan Pendidikan Negeri*, *Pejabat Pendidikan Daerah*, and schools).
- Liaise with Yayasan PETRONAS, Pusat STEM Negara and Petrosains to follow-up, track and monitor progress of key tasks from meetings.
- Support to maintain and nurture partnerships within the Program Duta Guru ecosystem including private and public sectors (including but not limited to Yayasan PETRONAS, Pusat STEM Negara, Petrosains, etc.) who collaboratively work towards implementing and deepening impact of the Program Duta Guru
- Maintain a comprehensive stakeholder engagement database
- Ensure that brand identities of all parties involved (i.e. Teach For Malaysia, Yayasan PETRONAS, Pusat STEM Negara and Petrosains) are considered in all actions carried out on behalf of Program Duta Guru.

### **Planning and Performance Reporting**

- Prepare event reports, quarterly reports, and annual reports to capture the progress of programme implementation for stakeholders.
- Work closely with the Research & Data Analyst in reporting regular updates to stakeholders via activity tracker.

### **Required Competencies**

- Passion for Teach For Malaysia's mission and the movement and a desire to operate within the Teach For Malaysia's Core Values
- Highly adaptable and work effectively in an entrepreneurial, fast-paced, deadline-driven, collaborative and VUCA (volatile, uncertain, challenging and ambiguous) environment
- Proactive self-starter with the ability to manage multiple streams of work, independently prioritise tasks and deliver within deadlines.
- Exceptional organisational skills with strong attention to detail
- Strong desire to learn new things and grow professionally
- Strong customer service ethic
- Ability to develop strong relationships and partnerships with diverse individuals and groups of people, including Participants, vendors and regional stakeholders.
- Excellent reasoning, problem-solving and process-based thinking skills
- Ability to manage operational budget effectively
- Strong proficiency in Microsoft Office and Google Workspace platforms
- Clear and confident, and emotionally engaging communicator both in writing and verbally

- Fluent in spoken and written Bahasa Melayu and English.
- Must be able to travel independently between multiple work sites in other regions, if necessary.

### **Who should consider this role**

- 2 years working experience and a Bachelor's degree (in any field).
- Experience in event/logistics/project management and stakeholder engagement are preferred

**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 team?