



## PPR Project Coordinator Senior Associate/Manager

"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/Manager, PPR Project Coordinator  
**Start Date:** Immediate  
**Employment Type:** 1-year fixed term contract  
**Location:** Kuala Lumpur, some travelling needed depending on project

### Mission for the Role

The PPR Project Coordinator is a role under the Education Ecosystem Engagement team that aims to mobilize leaders into the movement of education inequity. This role would oversee the effective implementation, monitoring and reporting of a newly secured PPR project.

A partnership with CIMB, Think City, and YTL Foundation, this PPR Project aims to close the learning gaps amongst the B40 community and ensure the most underserved students have access to a supportive and engaged community that will champion their learning outside of the classroom. The aim is to do this by developing community readiness to support student learning through engagements with students and parents in at least 2 PPR communities in the Klang Valley.

### Key Measures of Success

The PPR Project Coordinator is crucial in driving the following:

- **Project Management** – Effective project coordination and implementation to ensure all project deliverables are completed on time with great quality
- **Stakeholder Management** – Effective communication and management of various stakeholders to ensure smooth execution of the project
- **Monitoring and Evaluation** – Effectively develop and execute impact measurement frameworks including data collection and analysis
- **Programme Development and Implementation** – Strong aptitude for developing and implementing programmes for students and parents

### 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 the project
- Monitor timeliness and quality of each deliverable in project plan
- Implement key milestones according to the timelines
- Provide regular updates on milestones to relevant stakeholders

#### Stakeholder Management

- 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 private and public sectors, including but not limited to partners, PPR residents, parents, students, etc.

#### Monitoring, evaluation and reporting

- Develop impact measurement framework the project
- 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

### **Programme Development and Implementation**

- Do comprehensive research in ensuring high quality and relevant programme
- Develop programme for students and teachers
- Work with various parties to implement programme

Note: While this role will mainly support this project, there may also be a need to support other efforts within TFM as we collectively work towards ending education inequity.

### **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 and strong proficiency in written and verbal BM 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](mailto: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)