



Tutoring Programme 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 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 2030 strategy consisting of 2 flagship 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
Start Date: September 2021
Employment Type: Fixed-term Contract (Sep to Dec 2021, with opportunity to renew depending on funding availability)
Location: Kuala Lumpur, Malaysia

Objective

The Teach For Malaysia Tutoring Programme is an initiative to support schools from B40 communities to address the impact of Covid-19 school closures on students' learning. Many students have lost significant amounts of instructional time and will require remedial instruction to get back on track as teachers alone may not have the capacity to provide individualised student support. To do this, we aim to recruit, onboard and support school based tutors and volunteer tutors to support student remediation. We aim to reach students from high need communities through remediation support to close learning gaps as a result of the pandemic.

Key Measures of Success

The Tutoring Programme Manager 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: schools, parents, students, teachers and the broader MOE

Monitoring, evaluation and reporting

- Develop impact measurement framework the project
- Monitor overall progress of the programme and identify key issues or learnings to address
- Create milestones and completion reports for each project to update the stakeholders involved

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 4 years of work experience in related or relevant fields
- Experience in project management and program development and implementation preferred.
- 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)