



## Talent Acquisition

### Associate/ 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 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:** Talent Acquisition Associate / Senior Associate  
**Start Date:** Immediately  
**Employment Type:** Full-time, 1 Year Contract  
**Location:** Kuala Lumpur, Malaysia

### **Objective**

To identify, recruit and select Malaysia's most promising future leaders, locally and globally, of all academic disciplines and career interests to join the Teach For Malaysia Fellowship or other equivalent leadership development programmes.

### **Key Measures of Success**

#### **Brand awareness and lead generation:**

- Number of new high potential candidates interested to apply to join each Fellowship cohort or other equivalent leadership development programmes..
- Number of student organizations or university relationships maintained & new relationships built.

#### **Recruitment & selection:**

- Number of high potential candidates offered.
- Diversity of the talent pool (e.g. academic and socioeconomic backgrounds, gender, etc)
- Candidate offer to acceptance rate

#### **Efficiency and effectiveness**

- Selection rigour and accuracy
- Turnaround time for selection
- Candidate satisfaction and experience

### **Duties and Responsibilities**

- Set ambitious recruitment goals, and drive university campus-based and virtual activities achieving it.
- Leverage on social media marketing and communication platforms to increase brand awareness and recruitment opportunities.
- Co-craft recruitment content to attract high potential candidates including but not limited to website, social media, brochures and recruitment pitch presentations.
- Design, plan and execute effective recruitment events, campaigns and marketing strategies to influence university campus environment (e.g.: careers fairs, recruitment trips) as well as through networking and virtual platforms (e.g. referral campaigns, LinkedIn, webinars, etc).
- Efficiently use tracking systems to analyse and determine the effectiveness of campaign strategy and execution.
- Execute efficient and effective selection processes, including application review, interview and assessment centre while delivering an excellent candidate experience.
- Manage the applicant tracking system (Salesforce) and other platforms & tools..
- Represent Teach For Malaysia to potential candidates professionally and convincingly.
- Identifying, building and managing relationships with key stakeholders, including prospective applicants, student organizations, university management, university career officers and teaching faculties.
- Mentor and invest in the personal and professional growth of our campus ambassadors to be youth leaders and advocates of educational equity.
- Provide support to the organisation's mission through activities such as conducting relevant research, tracking all aspects of projects' progress, participating in cross-functional working groups, maintaining databases and coordinating travel.
- Supporting in the crafting and implementation of new leadership development programmes as and when needed.

### **Required Competencies**

- Passionate about our mission: believes deeply in the importance of inspiring/investing external people in our mission, and has high expectations for how Teach For Malaysia is viewed by external constituents.
- Aligned with our core values: Sense of Possibility, Excellence, Collaboration and Integrity.
- Leadership: operates with a high level of personal responsibility, with a desire to grow into leadership position; demonstrated commitment to reaching ambitious team goals and ability to influence and motivate others to achieve ambitious goals.
- Proven ability to build and maintain good relationships with internal and external stakeholders.
- High degree of adaptability: ability to quickly adjust in a fast-paced, achievement-oriented, and Volatile, Uncertain, Challenging, Ambiguous (VUCA) environment
- Able to think strategically, creatively, innovatively, and in a resourceful manner.
- Analytical mindset: Able to analyse, apply and translate recruitment and selection data into implementable strategies and actions plan.
- Strong verbal and written communication in English and Bahasa Malaysia: can speak compellingly about our organisation, mission and goals in both languages and has a mature presence.
- Tech-savvy: Has knowledge of or **willing to learn** on how to build, develop, manage and maintain knowledge management systems, analytics dashboards and customer relationships management softwares (including but not limited to Excel, Salesforce, Power BI, Google Data Studio, and Atlassian Confluence)
- Strong organisational skills and detail-orientation.
- Willing to travel (dependent on COVID-19 recovery), as well as working over unconventional hours (e.g. selected weekends or nights for recruitment & selection events or calls with candidates in different time zones)

### **Preferred but not required:**

- Experience in recruitment and selection
- Experience working and/or living in Sabah or Sarawak and having a network of key stakeholders that would support recruiting graduates in Sabah and/or Sarawak is an added advantage
- Knowledge and network with the Malaysian students diaspora in the United States, Canada, the United Kingdom, Australia and/or New Zealand.

**To apply, please send us a copy of your CV and answers for the following three questions to [careers@teachformalaysia.org](mailto:careers@teachformalaysia.org). (300 words per question)**

1. Why does joining the Teach For Malaysia excite you?
2. What is your long term career goal? Please elaborate how joining TFM and this role is a step towards achieving that.
3. What are the three most important attributes or skills that you believe you would bring to our organisation?