



Executive Planning and Performance

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: Executive Planning and Performance, Senior Associate
Start Date: January 2022
Employment Type: Full-time, 1 Year Contract (renewable)
Location: Kuala Lumpur, Malaysia

OBJECTIVE OF THE ROLE

As the organisation enters into its second decade of its existence, this role is focused on supporting the design, improvement and implementation of strategic and operational planning processes which will ensure that the organisation is able to effectively translate TFM's 2030 strategic plan into actions with measurable impact.

MISSION FOR THE ROLE

The Executive Planning and Performance Associate plays a key role in enabling the Chief Executive Officer (CEO) and Senior Leadership Team to be more effective in their roles by supporting them in facilitating the strategic planning and performance management processes of the organisation.

This role reports to the CEO, with a dotted line relationship with the Finance & Operations Director and is expected to work cross functionally with all teams.

DUTIES AND RESPONSIBILITIES

Responsibilities include but are not limited to the following:

Strategic planning, impact tracking and reporting (20%)

- Facilitate the organisation's annual and multiple year strategic planning approach, which includes: Developing and managing strategic planning systems and processes, coordinating with the Finance team on budget planning, coordinating with Talent Team on hiring plans and other steps necessary. Specifically, over the next year, manage communications of TFM's 2030 Strategy across the organisation and TFM Movement to ensure the roll out is comprehensive, efficient and effective, resulting in full clarity and organisational buy-in.
- Monitor and track progress against organisational goals (Objectives and Key Results "OKRs") and coordinate quarterly OKR reviews to ensure the organisation stays on track to achieve its goals. This includes improving the tracking mechanism of OKRs, and owning the tracking process to ensure the whole organisation and different functions are on track to achieve our OKRs.
- Produce and present regular performance reports and metrics for the Senior Leadership Team, Board of Trustees, and wider organisation.
- Lead the project management and delivery of TFM's Annual Report by facilitating the collection of impact data from various stakeholders and driving the reporting narrative.

Management of strategic projects and key organisational events (20%)

- Work with the CEO and the Finance & Operations team to move forward strategic initiatives across the organisation. Examples of projects could include:
 - Building a strong culture of knowledge management in the organisation by setting up structures which allow for the optimum usage of TFM's internal knowledge management portals (i.e. Confluence, Google Drive, Salesforce, or any other platform identified as beneficial for the organisation)
 - Supporting the Marketing Team with TFM's 10th year celebration project.
 - Driving other strategic projects identified by the Senior Leadership Team as pivotal and as a priority to articulate TFM's strategy and improve internal processes. These include but are not limited to:
 - Incorporation of sustainability and ESG goals into TFM's strategy
 - Supporting the strategy and roll-out of the Community of Change Oriented Leaders Strategic Pillar
- Coordinate and manage organisation-wide communication including the planning of bi-weekly organisation-wide staff meetings and/or town halls.
- Codify learnings from past years' projects/ planning processes and identify best practice for the future.

- Management of the annual organisational calendar.

Supporting the effectiveness of the Senior Leadership Team (SLT) and Extended Leadership Team (ELT) (40%)

- Serve as a strategic thought partner to the CEO and the Finance & Operations team on key organisational decisions related to Board Management, Strategy, Organisational Performance and Impact Tracking.
- Support the SLT & ELT to be effective, such as: Develop and structure meeting agendas, prepare discussion materials, ensure proper communication and follow-up, as well as generating ideas for the improvement of the organisation's leadership teams' effectiveness and helping to execute them.
- Develop a consistent and values-anchored approach for sharing SLT & ELT initiatives with the rest of the organisation.
- Support the CEO with written communications and presentations especially pertaining to the articulation of TFM's strategy and planning initiatives to internal and external stakeholders.

Coordinate relationship with Board of Trustees (BOT) and Teach For All (Global Network Partner for TFM) (10%)

- Support the CEO and members of the SLT to develop BOT meeting and annual review (BOT Stepback) papers, including the setting up of a cohesive and consistent data gathering process to facilitate reporting on key strategic goals to the Board.
- Manage the operations of the BOT, including liaising with Trustees to arrange for meetings, ensuring timely delivery of Board papers, being present at BOT meetings and BOT Stepbacks, summarising Board meeting outcomes and ensuring thorough follow-up on next steps.
- Coordinate activities and engagements between Teach For Malaysia and Teach For All which includes having oversight over the implementation of the Partnership Support Plan, setting up structures and mechanisms to maximise the usage & benefits of TFAI resources (e.g. partner learning portal) and working with the Talent team to coordinate TFAI development opportunities for staff members.

KEY MEASURES OF SUCCESS

- Smooth, clockwork-like coordination of key organisational processes such as coordination of Board of Trustee meetings, Senior Leadership Team meetings, annual strategic planning & budgeting process and organisation-wide bi-weekly meetings.
- Production of regular organisation performance reports and metrics for the Senior Leadership Team, Board of Trustees, and wider organisation.
- Improving ratings on relevant metrics in the organisation's employee engagement survey.
- Delivery of TFM's Annual Report on a yearly basis.

REQUIRED COMPETENCIES

- Aligned to TFM Core Values: Sense of Possibility, Excellence, Collaboration & Integrity
- Passion for TFM's mission, the education field, and developing people's potential
- Proactive self-starter with the ability to manage multiple streams of work, and independently prioritise tasks
- Strong desire to learn new things and grow professionally

Role-Specific Competencies

- Outstanding written and analytical skills.
- Able to produce written communication, reports and presentations for high-stake audiences that combine data and written narratives, with great attention to detail and excellent standard of work presentation.
- Excellent organisational, time management and project management skills, including the ability to multitask with tight deadlines.
- Ability to handle sensitive information with utmost confidentiality and maturity
- Demonstrated ability or experience of holding people to account to achieve goals and objectives
- Experience with Agile and/or Scrum project management is an advantage
- Experience with setting and managing OKRs is an advantage

Years of experience & qualification

- 2 years of experience, preferably working within project management or corporate planning & strategy.
- Bachelor's degree or equivalent practical experience.

Leadership Experience & Team Adaptability

- Ability to be adaptable in an entrepreneurial, fast-paced, and dynamic environment
- Strong interpersonal skills and ability to work collaboratively with all levels of employees and stakeholders
- Able to think strategically, critically, innovatively, and in a resourceful manner
- Able to build and maintain good relationships with internal and external stakeholders

Language & Technical Proficiency

- Strong written, verbal skills and excellent proficiency in English and professional working proficiency in Bahasa Malaysia
- Excellent proficiency in Microsoft Excel, PowerPoint and Word, or Google Workspace equivalents
- Willing and able to readily adopt and utilise any TFM database or technological platform / application (i.e. Google Workspace, Confluence, Salesforce, Zoom etc.)

Application

To apply, please email the following to careers@teachformalaysia.org:

(a) Your latest CV (with 2 referees listed)

(b) Answers to the following questions (not more than 300 words per question)

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