



# Fellowship Programme

## Monitoring, Evaluation, and Learning 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:** Fellowship Programme, Monitoring, Evaluation, and Learning Senior Associate  
**Start Date:** January 2022  
**Employment Type:** Full-time, 1 Year Contract (renewable)  
**Location:** Kuala Lumpur, Malaysia

### OBJECTIVE OF THE ROLE

The Monitoring, Evaluation, and Learning Senior Associate ensures that the Teach For Malaysia Fellowship programme collects the right data to ensure that it articulates the story and impact of the programme. This is important for the purpose of ensuring the Programme team makes data-informed decisions that maximise the impact of the Fellowship programme and inspire others to work with us in driving change.

### MISSION FOR THE ROLE

The Monitoring, Evaluation, and Learning Senior Associate will:

- Determine and define what needs to be measured, be it programmatic or impact data
- Work with all organisational functions to understand the data needs of Teach For Malaysia, and the expectations of our key stakeholders
- Design systems for data capture together with the IT team, and work with other teams to ensure these are effectively implemented and reviewed when necessary
- Ensure the integrity of the data that is shared and that it is of sufficient credibility for stakeholders
- Empower other functions in Teach For Malaysia to analyse and package data, generating insights that influence programmatic decisions and can be shared with external stakeholders
- Conduct ongoing analysis of existing and new programmatic / impact data, producing recommendations for the programme
- Communicate the impact of the Fellowship Programme internally within the organisation and externally

### DUTIES AND RESPONSIBILITIES

Responsibilities include but are not limited to the following:

#### Designing data measures and systems

- Work with the Programme Director in designing and delivering programmatic impact measure and conducting specific research
- Design and ensure the efficient collection of the programmatic impact measures with visualizations that allow for effective data analysis
- Identify data needs across the organisation and design systems to ensure these needs are met
- Identify relevant programmatic research that will help improve our programme
- Work with Teach For All's data team to ensure our impact measures are rigorous

#### Analyse and report impact and programmatic data

- Work and collaborate closely with the staff members to analyse data
- Analyse and evaluate programme impact in qualitative and quantitative forms, for the purposes of programmatic improvement
- Upskill staff to understand, gather and use data in a compelling and robust way
- Cultivate a data learning culture within the team, organisation, and movement
- Create impact and programmatic reports for internal and external use

### KEY MEASURES OF SUCCESS

- **Measure 1** - All measures of impact implemented according to timeline
- **Measure 2** - All measures of impact consistently analyzed and recommendations to improving the programme are identified
- **Measure 3** - All internal and external reporting completed according to timeline
- **Measure 4** - All staff members understand the impact that the programme has made and we can clearly and compellingly articulate our impact to key stakeholders

## **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**

- Strong analytical skills with the ability to collect, organise, analyse and disseminate significant amounts of information with attention to detail and accuracy
- Hands-on knowledge of statistics and experience in using statistical tools to analyse datasets (Excel, PowerBI, etc.)
- Adept at answering queries, report writing and presenting findings

## **Years of experience & qualification**

- At least 2 years experience in measurement and evaluation related fields
- Bachelor's Degree in measurement and evaluation related fields

## **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 and verbal skills and excellent proficiency in English and basic proficiency in Bahasa Malaysia
- Excellent proficiency in MS Word, Powerpoint and Excel
- Willing and able to readily adopt and utilise any TFM database or technological platform / application (i.e. Google Suites, Confluence, Salesforce, Zoom etc.)

## **Application**

To apply, please email the following to [careers@teachformalaysia.org](mailto: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?