



Associate/ Senior Associate, Stakeholder Engagement and Operations Program Duta Guru

“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 44,000 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.



About Program Duta Guru

Program Duta Guru is a two-year development programme to empower teachers to be highly competent and committed; serving as role models to enhance higher order thinking skills (HOTS) through STEM education as a foundation to being a competitive nation. The programme's mission is to build upon existing systems to improve the competency of Malaysian public school teachers in order to enhance students' higher order thinking skills.

Many STEM initiatives have been created within Malaysia, targeting different levels of the education ecosystem. Despite these efforts, STEM enrollment in Malaysian public schools remains low due to a lack of interest and competency. One key intervention, as outlined by the government, is to upskill teachers who play a great influence on student choices and education outcomes. Program Duta Guru aligns to this.

Teach For Malaysia has been appointed as the implementation partner of Program Duta Guru which is a collaboration between Yayasan PETRONAS ("Yayasan") and the Ministry of Education ("MOE"), through Pusat STEM Negara (PSN).

Program Duta Guru supports teachers (as Participants) in every district in Malaysia through national and regional training events, as well as individualised coaching and support. The programme launched in December 2019, and the first cohort of 150 Participants started their training in June 2020. Participants are grouped according to 6 zones, and each zone is managed by a Senior Programme Coordinator (SPC) or Programme Coordinator (PC) with a small team of Pembimbing Duta Guru (teacher coaches).

More information about Program Duta Guru is available at this link - <https://www.yayasanpetronas.com.my/program/dutaguru/>

Role: Associate/ Senior Associate, Stakeholder Engagement and Operations
Start Date: Immediate
Employment Type: Full-Time, 1 year contract (renewable)
Location: Kuala Lumpur

Mission for the Role

The mission of the Stakeholder Engagement and Operations Senior Associate is to facilitate programme delivery by maintaining large-scale operational systems as well as ensuring operational efficiency of the programme. This includes overseeing and keeping track of the programme activities carried out by the team.

Additionally, the role will also support managing relationships with stakeholders within the Program Duta Guru (PDG) ecosystem (including, but not limited to Yayasan PETRONAS, Pusat STEM Negara and Petrosains). This also includes working with stakeholders in the Ministry of Education (MOE) at federal and regional levels.

Key Measures of Success

Stakeholder Engagement

- Establish strong relationships with key PDG stakeholders (including Yayasan PETRONAS, Pusat STEM Negara and Petrosains) and focusing on federal and regional level (JPN, PPD & Schools).
- Support on Regional Training & planning for roadshows.
- Satisfaction and loyalty (NPS score) of Penyelaras STEM Negeri(s) throughout the implementation of the programme

Participant Affairs

- Strong management of the participant retention and withdrawal process
- Produce reports for various stakeholders highlighting participant affairs progress.

Recruitment and Selection

- Effective recruitment process for PDG Participants and *Pembimbing* PDG.
- Achieve recruitment target for PDG Participants and *Pembimbing* PDG.

Event Operations

- Key stakeholders satisfaction rate towards overall experience, support and execution of logistics of events.
- Support in all key event operations are optimized to ensure they are cost effective and within budget.

Duties and Responsibilities

The role will work closely with the Stakeholder Engagement and Operations (SEO) Manager as well as other members of the team to facilitate these activities:

Stakeholder Engagement

- Engage with stakeholders from the Ministry of Education (MOE) from federal up to regional levels (including *Jabatan Pendidikan Negeri*, *Pejabat Pendidikan Daerah*, and schools).
- Engage in planning and preparation of PDG Roadshow and Quarterly Engagement with *Penyelaras STEM Negeri* from *Jabatan Pendidikan Negeri*
- Provide support on stakeholder engagements processes and protocols in Regional Trainings and major PDG events (i.e National Symposium and Cohort Graduations)
- Prepare and conduct mid-year and end of year stakeholder engagement surveys to identify level of awareness, understanding and engagement of PDG stakeholders.
- Maintain a comprehensive stakeholder engagement database
- Prepare quarterly and end of year report for PDG stakeholder engagements

Participant Affairs

- Provide support on participant retention and effective management of the withdrawal process.
- Produce reports for various stakeholders highlighting PDG participant affairs progress.

Recruitment and Selection

- Provide support in the selection process for PDG Participants and *Pembimbing* PDG .
- Become a part of the Selection Committee to select PDG Participants and *Pembimbing* PDG
- Prepare selected PDG Participants and *Pembimbing* Program Duta Guru for onboarding during Orientation.

Event and Program Operations

- Prepare operational MOE permission letters to be shared with Pusat STEM Negara that is required to execute PDG events
- Ensuring operational spending is kept within the budget allocated and optimised throughout the duration of the programme.

Required Competencies

- Passion for Teach For Malaysia's mission and the movement and a desire to operate within the Teach For Malaysia's Core Values
- Highly adaptable and work effectively in an entrepreneurial, fast-paced, deadline-driven, collaborative and VUCA (volatile, uncertain, challenging and ambiguous) environment
- Proactive self-starter with the ability to manage multiple streams of work, independently prioritise tasks and deliver within deadlines.
- Exceptional organisational skills with strong attention to detail
- Strong desire to learn new things and grow professionally
- Strong customer service ethic
- Ability to develop strong relationships and partnerships with diverse individuals and groups of people, including Participants, vendors and regional stakeholders.
- Excellent reasoning, problem-solving and process-based thinking skills
- Ability to manage operational budget effectively
- Strong proficiency in Microsoft Office and Google Workspace platforms
- Clear and confident, and emotionally engaging communicator both in writing and verbally
- Fluent in spoken and written Bahasa Melayu and English.
- Must be able to travel independently between multiple work sites in other regions, if necessary.

Who should consider this role

- 2 years working experience and a Bachelor's degree (in any field).
- Experience in event/logistics/project management and public stakeholder engagement are preferred

To apply, please send us a copy of your CV (with 2 referees listed) and answers for the following questions to careers@teachformalaysia.org (Not more than 200 words per question)

1. Why does joining the Teach For Malaysia (Program Duta Guru) team excite you?
2. What is your long term career goal? Please elaborate how joining the Teach For Malaysia (Program Duta Guru) team is a step towards achieving that.
3. Given that Program Duta Guru is a brand new programme that has been launched, there may be new challenges, uncertainties and lots of fluidity expected in the work. Share an experience in which you were able to adapt to a volatile, uncertain, challenging, ambiguous (VUCA) environment. In your answer, please cover:
 - a. A brief explanation of the situation/environment you were in
 - b. How did you adapt
 - c. What lessons did you learn
4. What are the three most important attributes or skills that you believe you would bring to our team?