



Program Duta Guru

Associate, National Symposium Operations

“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.

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 capability of Malaysian public school teachers in order to enhance students' interest and competency in STEM subjects and their 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 in every district in Malaysia through national and regional training events, as well as individualised coaching and support. The programme launched in December 2019, the first cohort of 150 participants started the programme in June 2020, the second cohort of 180 participants started the programme in January 2021 and the third cohort of 313 participants started in January 2022. Program Duta Guru participants are grouped according to 6 zones, and each zone is managed by a Programme Coordinator and a team of Pembimbing Duta Guru (teacher coaches).

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

About National Symposium

The National Symposium will bring together a community of education leaders, students, parents and partners to explore how we can harness our collective efforts to inspire interest in STEM education. Our hope is to build a collective commitment to STEM education in Malaysia, so that every child, no matter their background, has the opportunity to realise their potential through quality STEM education. The hybrid physical/virtual event, which is tentatively scheduled for the end of October or early November 2022, is expected to have more than up to 1000 attendees.

Role: Associate, National Symposium (NS) Operations
Start Date: Immediate
Employment Type: Full-time, 6 Months Contract
Location: Kuala Lumpur, Malaysia

OBJECTIVE OF THE ROLE

The NS Operations Associate leads the operations of the National Symposium in order to ensure a positive experience for all attendees, including teachers, students, public and private stakeholders.

MISSION FOR THE ROLE

With the larger purpose of achieving National Symposium's Vision and Goals, the NS Operations Associate works within Teach For Malaysia (TFM)'s PDG Team to:

1. Create an optimal hybrid physical/virtual environment for attendees
2. Create and maintain processes to ensure efficient operations at National Symposium
3. Serve as a resource to PDG staff and participants for questions on event operations and logistics, allowing team members to focus on content development

DUTIES AND RESPONSIBILITIES

In order to achieve the Mission of this role, the NS Operations Associate should:

- Support in the overall planning and execution of National Symposium
- Support all logistical matters with regards to National Symposium; including, but not limited to registration, inventory, technology, merchandise, etc.
- Ensure the effectiveness of virtual experience during National Symposium by managing conference platform, Learning Experience Plan (e.g. session plan, deck template)
- Work with session owners to design an optimal learning experience, including bringing in relevant external speakers and session facilitators
- Maintain effective processes and communication structures that allow for smooth and efficient communication within the organisation and with external stakeholders
- Capture and track issues, risks and all relevant updates on event operations implementation from all relevant sources, and collaborate with the related stakeholders to address any operational issues if necessary
- Support in collecting measures of impacts
- Support in ensuring that Cohort 2 PDG participants who are graduating will have a seamless experience of both National Symposium and Graduation
- Perform any other responsibilities assigned as required to support the needs of the organisation where appropriate

KEY MEASURES OF SUCCESS

- Successful planning, execution and reporting of National Symposium
- Attendees' Net Promoter Score (NPS) and satisfaction towards overall experience at National Symposium
- Working Committee satisfaction towards overall execution of National Symposium

REQUIRED COMPETENCIES

Role-Specific Competencies

- Proactive self-starter with the ability to manage multiple streams of work, and independently prioritise tasks
- Strong reasoning, problem-solving and process-based thinking skills - including responding to the needs of staff and attendees in the National Symposium environment
- Strong customer service ethic, and ability to engage various stakeholders
- Ability to pay attention to detail and manage event operations

Years of experience & qualification

- Experience in event planning or project management preferred

- Bachelor's Degree in any field

Leadership Experience & Team Adaptability

- Ability to be adaptable in an entrepreneurial, fast-paced, achievement-oriented 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:

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

(b) Answers to the following questions (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 the volatile, uncertain, challenging, ambiguous (VUCA) environment that we are currently operating in, there may be new challenges, uncertainties and fluidity expected in the work. Share an experience in which you were able to adapt to a VUCA environment. In your answer, please cover:
 - a. A brief explanation of the situation/environment you were in
 - b. How you adapted
 - c. What lessons you learned
4. What are the three most important attributes or skills that you believe you would bring to our organisation?