



Community Mobilization (Tutoring Programme) 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: Community Mobilization (Tutoring Programme), Senior Associate
Start Date: Immediate
Employment Type: Full time, Fixed-term Contract (12 months)
Location: Kuala Lumpur, Malaysia

OBJECTIVE OF THE ROLE

The Teach For Malaysia Tutoring Programme is an initiative to support schools from B40 communities to address the impact of Covid-19 school closures on students' learning. Many students have lost significant amounts of instructional time and will require remedial instruction to get back on track as teachers alone may not have the capacity to provide individualised student support. To do this, we aim to recruit, onboard and support school based tutors and volunteer tutors to support student remediation. We aim to reach students from high need communities through remediation support to close learning gaps as a result of the pandemic.

The Tutoring Programme sits under the umbrella of Community Mobilization as it is one of the initiatives that help grow a broader community of change oriented leaders working towards our 2030 goal of 30,000 leaders working collectively towards the TFM mission. The role requires working collaboratively with other Functions in the organization in order to have a clear understanding of the highlights and challenges in managing community leaders.

In line with TFM's Theory of Change, which is to build a movement of of leaders to tackle education inequity, this Community Mobilization pillar expands TFM's movement and network beyond our existing Fellows and teachers to build partnerships, synergies as well as a platform to empower the broader community to take action in tackling education inequity.

KEY MEASURES OF SUCCESS

The Tutoring Programme Senior Associate is crucial in driving the following:

- **Recruitment and Onboarding** – Successful recruitment and onboarding of volunteer tutors and students
- **Stakeholder Management** – Effective communication and management of various stakeholders to ensure smooth execution of the project (schools, students and volunteers)
- **Monitoring and Evaluation** – Effectively analyse and execute impact measurement frameworks including data collection and analysis
- **Programme Operations** – Effective and efficient implementation of the key milestones and deliverables of the programme

DUTIES AND RESPONSIBILITIES

Duties and responsibilities for the role include but is not limited to the following:-

Recruitment and Onboarding

- Support with generating leads, recruiting and selecting suitable candidates for the roles of volunteer tutors by engaging with potential student organizations, NGO partners and institutions
- Support with generating leads, recruiting and selecting suitable students for the programme by working with schools, parents and broader community
- Craft and implement Onboarding for tutors and students as well as facilitate placements with identified targeted schools and districts

Stakeholder Management

- Able to engage stakeholders to continuously manage their expectations of project timelines and deliverables

- Manage potential vendors or implementations partners we may work with to deliver project deliverables
- Manage and build relationships with key stakeholders in private and public sectors, including but not limited to: schools, parents, students, teachers and the broader MOE
- Develop strong alignment of culture and values to ensure the community feels a deep sense of connection to the programme and wider TFM opportunities

Monitoring, evaluation and reporting

- Support in the refinement of the Programme Impact Framework
- Monitor learning trackers tools and collect impact data consistently
- Able to analyze data in a meaningful manner and create breakthrough insights for further development or reporting

Programme Operations

- Review programme operations and share feedbacks on improvements
- Develop training workshops, networking opportunities and merchandise materials for students and tutors
- Work with various Functions across TFM organizations and network partners to search for collaboration opportunities

Note: While this role will mainly support this project, there may also be a need to support other efforts within TFM as we collectively work towards ending education inequity.

REQUIRED COMPETENCIES

- Excellent organizational skills, accuracy and exceptional attention to detail.
- Proactive self-starter with the ability to manage multiple streams of work, and independently prioritize tasks.
- Highly adaptable and work effectively in an entrepreneurial, fast-paced, deadline-driven, collaborative and dynamic environment.
- Ability to develop strong relationships and partnerships with students, diverse individuals, external stakeholders and volunteers with good and clear communication skills.
- Excellent reasoning, problem-solving and process-based thinking skills.
- Strong ability to track and analyze data to monitor progress or report impact.
- Excellent proficiency in written and verbal English and strong proficiency in written and verbal BM required. Excellent proficiency in both languages is an added advantage.
- Proficiency in G Suite Applications, Autocrat, Mailmerge and Canva.
- Willing and able to readily adopt and utilise any TFM database or technological platform/applications to build, develop, manage and maintain knowledge management systems, analytics dashboards, and volunteer management softwares (i.e. Confluence, Salesforce, Zoom, Dropbox etc.)
- Must be able to travel independently between multiple work sites.
- Strong desire to learn new things and grow professionally.
- Passion for Teach For Malaysia's mission and the education field.

PREVIOUS EXPERIENCE

- A minimum of 2 years experience in project management and program development and implementation preferred.
- Fresh graduates with strong leadership or experience coordinating student projects will be considered.
- Minimum qualification of a Bachelor's Degree preferred.



To apply, please send us a copy of your CV with two referees listed and answers to the three questions listed below to careers@teachformalaysia.org.

1. What motivates you to join Teach For Malaysia? (Limit: 300 words)
2. Describe a time when you encountered serious obstacles to success while working on a project. (Limit: 300 words)
3. Which of our 4 Core Values (Sense of Possibility, Excellence, Collaboration, Integrity) resonates with you the most? Why? (Limit: 300 words)