



About the Organisation

"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.

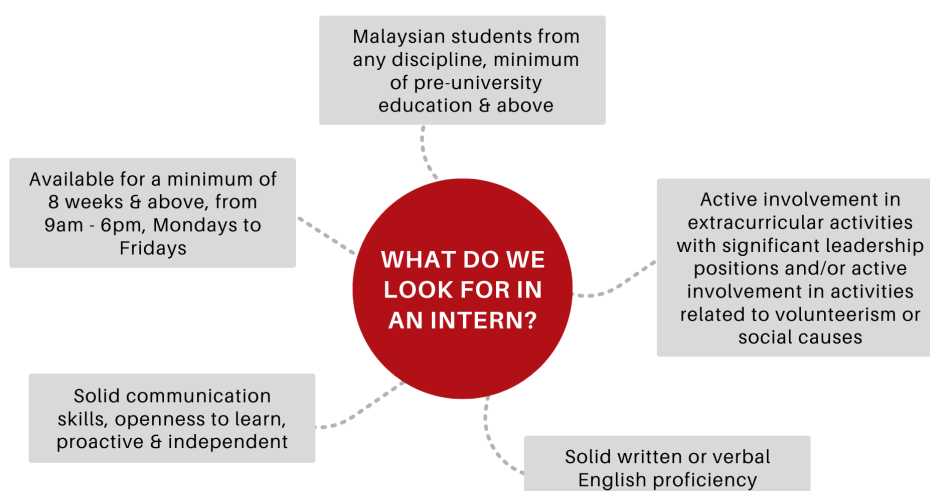
While our compensation package is fair and competitive, we do not expect this to be your key reason for joining us. After all, we are not just offering you a job; we are looking for a like-minded future leader to grow with us and help us achieve our mission.

About the Internship

We are looking for interns to join us in this movement of change. Beyond qualifications, we need someone who shares our vision and mission and is aligned with our Core Values: Sense of Possibility, Excellence, Collaboration and Integrity.

There are a number of Functions in which interns can be a part of in order to achieve the mission of Teach For Malaysia as detailed in the following pages. Interns are able to explore their potential to be more competent and holistic leaders by contributing to these Functions. The working hours of interns are from **9am to 6pm, Mondays to Fridays**, and monthly allowances for pre-university students, undergraduates and graduates are **RM500, RM700** and **RM1000** respectively.

Interns can contribute up to 20% of their time learning from other functions to have a more comprehensive understanding towards the mission and the work that the organisation is doing. Interns are encouraged to bring their own passions, interests and experiences to share with Fellows so they can also get involved in professional development sessions, supporting second year Fellows' initiatives or teaching us all a skill they have!



When can I apply?

We have 4 internship cycles, where interns will be grouped according to quarters, as detailed below.

There is no limitation on the start date to join or leave an internship (with the exception of Q3). Strict application deadline also applies for Q3.

Quarter	Duration	Application Deadline
1	December - March	31 st October
2	March - June	31 st January
3	June - September	30 th April
4	September - December	30 th July

How can I apply?

Please email the following documents to internship@teachformalaysia.org

- Answer to the questions below (PDF file)
 - Your CV (PDF file)
1. Why do you want to join Teach For Malaysia? What compels you to apply?
 2. What do you expect to gain from this internship? (e.g. skills, knowledge, example of exposure and experience)
 3. Indicate your earliest start and end dates/period you are available (if unsure at this point)
 4. Indicate your top 3 preferred Functions (please indicate if preferences are ranked in order)
 5. Indicate your current age as per birth date (to ensure that we comply to the Children and Young Persons (Employment) Act 1966)

How long should I expect for an offer?

FORMAL APPLICATION

2 weeks for reviewing & shortlisting

RESULTS

1 week for results



INTERVIEW WITH LINE MANAGER

2 weeks for
shortlisting

****Upon successful shortlisting***

Specific Roles Functions

Talent, Finance & Operations

Job Description

The Talent, Finance and Operations (similar to HR) intern is committed towards the vision of making "TFM the Greatest Place to Work in Malaysia" a reality alongside the team. We trust that taking care of our talents is crucial in driving the impact they're making in the education ecosystem. Tasks are based on the team's focus areas, which include but are not limited to:

- **Talent:** Support in coordinating the end-to-end internship recruitment processes; owning staff engagement activities (eg. staff retreat, celebrations, learning activities) to strengthen the work culture;
- **Office Administration:** Manage internal knowledge management and act as a thought partner to improve office operational processes; assist the Office Manager in maintaining the daily office operational efficiency;
- **Finance:** Review and verify of Purchase Requisitions and Staff Claims, prepare PRs in shared Google Drive for vendor support's processing; weekly recording of bank funds received; monthly issuance of corporate donations received; maintain and update finance budget and forecasting database; support annual budgeting exercise; preparation and filing of supporting documents for financial audit; ad-hoc finance work assigned by Finance Manager;
- **IT Management:** Assist in maintaining the IT inventory database & attend to IT related matters, liaise with IT vendors;
- To be assigned on handling ad-hoc short term projects, such as:
 - Owning initiatives to refine and improve the internship journey for TFM interns
 - Refining HR & office administrative matters
 - Assist in the management of the talent pipeline and the process of employee recruitment

Pre-Requisites

Excellent organisational skills; Attention to detail; Excellent written communication skills; Relationship building skills; Interest in building team culture; Proficiency in basic computer skills such as performing operations on Microsoft Excel

Programme

Job Description

As a Programme Intern, you will be working closely with the Programme team to develop Fellows who are empowered and equipped to make an impact from day one and who have a vision of systemic change. You will be committed to ensure that the Teach For Malaysia Fellowship programme collects the right data that helps it articulate the story of the programme, ensuring that it is able to make the right decisions to maximise the impact of the Fellowship programme and inspire others to work with us in driving change. Tasks are based on the team's focus areas, which include but are not limited to:

- **Research & Evaluation:** Work on research and evaluation projects, impact evaluations that happen internally and externally to measure and articulate Teach For Malaysia's impact on the education ecosystem. E.g. crafting research proposals, engaging researchers, developing learning systems, creating learning reports, presenting learnings to different stakeholders
- **Data Analysis:** Analyse and evaluate programme impact in qualitative and quantitative forms, for the purposes of programmatic improvement. Data entry would also be required, as part of measures of impact cycle and research projects. E.g. looking at how

the English writing results cross-correlate with English reading comprehension at student level to build guideposts, and perhaps pull out causative effects, school profiling; analysis of TFM Regional team data to search for trends).

- **Project Management:** Assisting with project management for the programme's collaborative projects with various stakeholders E.g. managing an education training event at an external venue, liaising with multiple stakeholders

Pre-Requisites

Interest to understand impact evaluation through data analysis; Strong research skills; Excellent time management skills and ability to plan ahead; Independent - line manager may work remote; Excellent proficiency in both BM and English; Good communication skills

Education Ecosystem Engagement

Job Description

As an Education Ecosystem Engagement intern, you would be working closely with the EEE team to co-create an ecosystem that enables synergies to innovate education in Malaysia. You would be committed towards cultivating and sustaining a vibrant and collaborative community of leaders across the education ecosystem to empower students in Malaysia. Tasks are based on the team's focus areas, which include but are not limited to:

- **Research:** Work with Manager to research about stakeholder profiles to facilitate engagement as well as different pathways of influence and power that Alumni should consider in order to deepen our impact
- **Insights:** Assist in Alumni survey administration and analysis, and map out the education landscape in Malaysia
- **Opportunities:** Curating professional development and student opportunities for Alumni
- **Event management:** Support the delivery of stakeholder engagement events, regional conferences, Alumni Board engagements, and team-led events i.e Alumni Induction, stakeholders learning trip
- **Public Sector Engagement:** Build partnerships and/or collaborations with existing and new public sector stakeholders at federal, state and district levels on matters pertaining the Teach For Malaysia Fellowship programme and its related operations
- **Advocacy:** Assist in pursuing advocacy-related engagement and public communications for TFM to advocate for EEEs priorities and to raise public awareness about issues within Malaysia's education system

You would also be working closely with public sector stakeholders, doing tasks including but not limited to:

- **Strengthen and develop relationships** with federal, state or district public stakeholders through verbal and written communication methods including impactful invitation letters (to events or meetings) and reports as well as through various engagements including events like TFM Week or conferences
- **Develop and maintain the EEE Team's database** as well as conduct a stakeholder analysis to identify potential key stakeholders to work with
- **Assist in developing an engagement strategy** for the EEE Team in achieving the Team's goals for 2020
- **Lead projects or initiatives** that may include either one of the following, but not limited to:
 - Engagement events like school visits, TFM Week, Appreciation Lunches, movie screenings, conference or exhibition style of events
 - Research on potential partnerships and collaborations with public sector stakeholders
- **Support the team in scheduling and preparing for discussions**, alignment and/or negotiation meetings with the Ministry of Education or any other public sector stakeholders. This includes developing and finalising storyboards and presentation

decks, as well as other relevant materials needed (progress reports etc.)

- **Managing the knowledge management systems** of the team knowledge management, mainly note-taking, preparing minutes, updating initiatives tracker and the Partnership Development Handbook

Pre-Requisites

Proficient written and spoken communication (English and Bahasa Melayu), excellent attention to detail, proactiveness, relationship building skills and interest in stakeholder management and engagement.

Talent Acquisition

Job Description

Working closely with an assigned mentor to support **recruitment and selection of talents for Teach For Malaysia Fellowship and various programmes** by:

- **Building partnerships and/or collaboration** with existing and new university-career services centres, student-leaders and organisations through campus recruitment activities, campaigns, career fairs, workshops, training etc.
- **Cultivating candidates** by making phone calls, shadowing coffee chats, supporting presentations in career-preparation or information sessions
- **Leading projects or initiatives** that may include either one of the following, but not limited to:
 - Market research and subsequent recruitment activities
 - Social media marketing, campaign and collaterals
 - Data analysis and selection process support
 - Students, Campus Leader and/or community engagement events
- Ensuring a **smooth & efficient selection process** by:
 - Coordinating and managing phone interview bookings and invitations of candidates to Assessment Centres
 - Propose and execute logistical arrangements for Assessment Centre as the Operation Lead and ensure an engaging & excellent candidate experience
 - Supporting documentation processes for Fellows' employment
 - Matriculating and onboarding candidates, and delivering an excellent candidate experience by:
 - Co-organising engagement events, e.g. Raya Open House, Offeree briefings, Campus leader engagement, etc
 - Producing offeree newsletters

Pre-Requisites

Strong communication skills; Relationship building skills;

- Attention to detail and strong proficiency in English & Malay is extremely important.
- Proficiency in basic computer skills such as performing operations or data analysis on Microsoft Excel is a plus

Marketing

Job Description

You'll be working to get the word out about Teach For Malaysia - the mission, the Fellowship, and the movement. A Marketing intern can expect to gain experience working on a variety of tasks, such as:

- Being part of **content creation** for TFM's social media platforms, blog and website (ie. copywriting, photography and photo-editing, graphic design, video creation)
- **Curating the Brand Toolkit:** Producing fact sheets, templates, and supporting materials for common use
- Website design, management and analytics
- **Digital Marketing:** Search Engine Optimisation, Search Engine Marketing

- **Photography and Production:** Supporting with event coverage and (seasonal) coordinating photo-shoots
- **Media Engagement:** Pitching for media coverage of Teach For Malaysia

Pre-Requisites

Excellent English proficiency and attention to detail is important. Experience in videography, graphic design, website design, photography, digital marketing or copywriting is greatly appreciated

Program Duta Guru

Job Description

As a Program Duta Guru Intern, you will be working closely with the newly-formed PDG Team which is embarking on a journey to co-create sustainable impact and systemic change in STEM education specifically through strategic partnerships and innovation. Our aim is to develop highly competent and committed STEM teachers who will serve as role models to enhance Higher Order Thinking Skills (HOTS) through STEM education as a foundation to being a competitive nation.

You would be committed to ensure that Teach for Malaysia are able to execute the delivery of Program Duta Guru, as the Programme implementer, successfully and satisfying our stakeholders expectations. Tasks are based on the teams focus areas, which could cover some of the items below:

Project Management

- Assisting with event logistical planning and execution (e.g. National Induction, Regional Training, Care Package initiative, etc.)
- Following up and updating existing project trackers to keep the team on-track
- Leading initiatives to improve the execution of the programme delivery (e.g. designing processes and procedures for Participants, organising social events for Participants, etc.)
- Optimizing cost when planning for events of initiatives

Stakeholder Engagement

- Supporting the management of stakeholders in multiple collaborative projects
- Identifying potential partnerships and collaborations with key stakeholders that could benefit the programme delivery (eg. relevant STEM-focused organisations, vendors, etc.)
- Refining the stakeholder processes and mapping to ensure procedure clarity

PDG Participants Support

- Assisting with translation (mainly from English to Malay) of documents and resources for Participants
- Maintaining regular and professional interactions with Participants on all communication platforms (eg. Telegram, Facebook ,email, etc.)

Research and Reporting

- Carrying out simple data analysis (e.g. survey results)
- Exploring new learning tools for training purposes (e.g. Microsoft Teams, etc.)
- Creating learning and progress report to be presented to external stakeholders
- Curating surveys and materials relevant to project needs in order to measure impact

Knowledge Management

- Managing internal team knowledge management systems
- Responsible in note-taking and preparing meeting minutes
- Carrying out data entry would also be required, as part of measures of impact cycle and research projects

Pre-Requisites

Excellent organisational skills and able to prioritise; Strong attention to detail; Able to work independently; Desire to work with external stakeholders in public and private sectors; Strong relationship building skills; Excellent proficiency in both English and Malay Language (written and

verbal); Good communication skills; Strong research skills

Special Projects

Job Description

As a new department in TFM, Special Projects supports various projects that expand the organization's impact in creating systemic change in the education landscape beyond the Fellowship programme. As an intern, your responsibilities are based on the project's focus areas which include but are not limited to:

Main Responsibilities

Project Management

- To support in the creation and management of project timelines (e.g reporting, implementation periods, etc.)
- To manage key deliverables (e.g meetings, updates, execution of projects, etc.)
- To support and coordinate student recruitment alongside school teachers/members of the community
- To oversee logistical arrangement for groundwork execution (e.g training venue, materials, operations crew support, etc.)
- To support product development/testing and refine projects in line with latest developments
- To support in developing impact measurement strategies such as feedback surveys, pre-tests and post-tests, and focus groups
- To analyse data for impact reporting to stakeholders through progress reports and overall impact reports with further support in improvement research
- To streamline knowledge management of the team through preparing minutes and compiling and organising resources according to their specific project folders

Research Development

- To research and co-develop new education initiatives that drive TFMs impact to alleviate issues within the local and global education scene
- To take ownership of projects and act as a thought partner who can confidently share critical and creative observations and ideas
- To research new communities, vendors and potential funding to expand our projects

Opportunities Management

- To act as a touch point in managing and calling out new opportunities that do not directly fall under our existing projects
- To assess the opportunity's impact on beneficiaries and the amount of effort needed given limitations on TFMs resources based on the filtering process, before passing it on for approval
- To ensure the approved opportunities reach the correct team/owners and facilitate the execution if necessary

Stakeholder Engagement

- To engage with key stakeholders to develop sustainable strategic partnership and maintain good relationships with existing partners
- To organise and occasionally lead external stakeholder meetings
- To work with our vendors in managing expectations and workscopes
- To build, coordinate, update and maintain partnerships with public and private sector stakeholders associated with ongoing projects

Programme Development

- Support in crafting research proposals with project details such as problem highlights, objectives, product or service design, logistics, timeline and costing overview
- To support in developing and pitching presentations on projects to secure funding (e.g. grants application)

Our Current Projects (subject to change)

Facebook We Think Digital

- A series of workshops in collaboration with Facebook to cultivate digital literacy and build a generation of responsible digital citizens by providing resources and modules for students to address digital issues

Sekolah Enuma

- A project that aims to provide gamified self-directed learning to underprivileged communities in Malaysia by supporting the children to learn independently without any adult instruction for up to 2 years

Orang Asli Community Learning Hub

- A sustainable platform to cultivate student interest in learning through developing local teaching talent by creating a conducive learning environment that is compatible with Orang Asli's circumstances and environment

The Learning Box

- A program to distribute self-directed learning boxes containing engaging materials to students in limited or zero bandwidth environments by partnering with local teachers to facilitate community based learning

Pre-Requisites

Independent in identifying areas where they can contribute; Strong organizational skills; Able to work collaboratively and independently through various virtual platforms; Creative and critical thinking when developing and executing ideas; Strong research skills and attention to detail; Excellent proficiency in both BM and English; Good communication skills; Has own laptop

Partnership Development (Private - Individual Giving)

Job Description

As a PDIG intern, your responsibilities will revolve around supporting Partnership Development's efforts in fundraising through individuals, building and strengthening relationships, and connecting partners and supporters with the Teach for Malaysia movement.

Main Responsibilities

- Support back end donor servicing, i.e., attending to donor queries, reconciling financial data, and providing support on various donation platforms (eWallets, eCommerce, etc.)
- Develop, and manage engagement and stewardship materials for prospects, donors and partners of Teach For Malaysia, e.g., donor newsletter
- Participate and assist in cultivation meetings and fundraising campaigns at Teach For Malaysia
- Support the development and execution of public fundraising strategies (online giving) at Teach For Malaysia
- Uphold function and organisation norms, including: attending team and organisation meetings, participating in knowledge management

Pre-Requisites

Strong attention to detail and organised; Excellent written and communication skills (English); Good relationship building skills; Basic knowledge of Microsoft Excel.

Partnership Development (Private - Corporations & Foundations)

Job Description

As a PDCF intern, your responsibilities will revolve around supporting Partnership Development's efforts in fundraising through corporations and foundations, building and strengthening relationships, and connecting partners and supporters with the Teach for Malaysia movement.

Main Responsibilities

- Assist in the development of new leads and manage stewardship materials for prospects, partners and supporters of Teach For Malaysia, e.g., research and engage prospects, draft and process letters (permission, thank you, invitation), coordinate opportunities for students, Fellows, Alumni, and any customised engagements
- Assist in donor stewardship packaging and reporting, engagements and any other documentation required
- Participate and assist in cultivation meetings and fundraising campaigns at Teach For Malaysia
- Support the development and execution of fundraising strategies and engagements at Teach For Malaysia when needed
- Support the development of stakeholder mapping and Customer Relationship Management (CRM) platform
- Support back end knowledge management, i.e. managing data for reporting purposes, monitoring delivery of partner requirements
- Uphold function and organisation norms, including: attending team and organisation meetings, and participating in knowledge management
- Work with the Individual Giving intern on communications to the different donors, where required

Pre-Requisites

Creative and critical thinking when developing and executing ideas; Strong research skills and attention to detail; Excellent written communication (English and Malay); Good communication and relationship building skills; Organised; Proactive.

General Rule of Thumb as an Intern:

Interns are expected to be flexible and ready to occasionally assist with additional tasks beyond the job description or across functions. Being proactive during this period of internship is a key value that is highly appreciated in this organisation. Above all, approach this internship with an open heart and mindset for learning!