



Finance & Operations Events Manager

“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 11-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: Events Manager, Finance & Operations Team
Start Date: Immediate
Employment Type: Full time, 1-year contract (renewable)
Location: Kuala Lumpur, Malaysia

MISSION OF THE ROLE

The mission of this role is to drive high impact events that will accelerate key outcomes for the organisation.

DUTIES AND RESPONSIBILITIES

Work collaboratively with teams to plan and project manage the delivery of key events that will have organisation-wide impact, ensuring that the events achieve their desired outcomes within the budget allocated. To achieve the desired outcomes, you are expected to:

- Work collaboratively with teams to understand the desired outcomes for events, e.g. impact on students, Fellows, private and public stakeholders and the public.
- Generate innovative ideas for existing and/or new events through brainstorming exercises and learning from past events in the organisation, events by Teach For All network partners as well as drawing from event management best practices.
- Effectively project-manage events from end to end, across all aspects – including but not limited to budget, logistics, communication and coordination with internal and external stakeholders.
- Build and maintain relationships with relevant internal and external stakeholders, eg. staff and Fellows, vendors, corporate partners, schools, other key collaboration partners
- Conduct post-mortem, reflect and record key learning's from each event to help the organisation continuously improve on events delivery

List of events in TFM that the Events Manager will lead or support respective teams with:

- **Fellowship Team:** Pre-Service Programme, Alumni Induction, Matriculation Events, Public Sector Engagement Events
- **Growth Team:** TFM Week, 10th Year Celebration
- **Finance & Operations Team:** Organisation Stepback, In-Person Org-Wide Meetings
- **Program Duta Guru:** National Symposium and Graduation Ceremony
- **Community Mobilisation:** Community Event, Student Conference

KEY MEASURES OF SUCCESS

- **Measure 1** - Measures of success of each event.
- **Measure 2** - Number of successful partnerships forged to successfully run TFM events
- Other Objectives & Key Results "OKR" as set together with the organisation and direct manager.

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

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
- Set high standards and pursue excellence in the quality of planning process and outcomes of events.
- Able to independently solve ad-hoc and unforeseen issues with minimal guidance

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.)

Role-Specific Competencies

- Proven track record in delivering events / projects that involve multiple stakeholders with different requirements
- Relevant project management or event management experience.
- Proven track record in forging partnerships to effectively achieve event outcomes.
- Experience in planning and organising large scale events
- Strong personal network in event planning and management
- Managing people – proven track record in achieving results through a team

Years of experience & qualification

- At least 4 years working experience.
- Bachelor's Degree in any field is accepted.

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 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 and this role?
4. What was the most challenging event that you have managed? Walk us through why it was challenging, and what were the steps that you took to ensure the event was successful.