



**Start Date:** Immediate  
**Employment Type:** Full time, 1-Year Contract (renewable)  
**Location:** Kuala Lumpur, Malaysia

### **OBJECTIVE OF THE ROLE**

The Monitoring, Evaluation, and Learning “MEL” Manager ensures that the organisation and its programmes collect the right data and analyse them critically to articulate TFM’s impact so that we make data-informed decisions that maximise the impact of the programme and organisation and inspire others to work with us in driving change.

The role will focus on the evaluation of TFM’s programs and operations through robust quantitative and qualitative measurement activities. This role works across several functions to support continuous improvement based on evidence-informed decision making via data collection, analysis and results sharing. The MEL Manager plays a key role in communication of both the state of education inequity in Malaysia and TFM’s impact in addressing this inequity. The role also aligns to the wider organisation strategy (Strategy 2030) through the use of available evidence.

### **MISSION FOR THE ROLE**

This role manages other MEL Associates and Senior Associates in the organisation to oversee all the impact data of Teach For Malaysia, including student data, teacher/Fellow development data, school and principal data and other related data collected for the purposes of articulating TFM’s programmatic impact.

### **DUTIES AND RESPONSIBILITIES**

- Contribute to organizational learning through the design of procedures, processes, and systems to encourage and facilitate more effective sharing of programme impact, approaches and lessons learned throughout the organization
- Conducting an ongoing analysis and using data insights to recommend and contribute to the strengthening of existing programmes and creation of future programmes
- Working with all organisational functions to understand the data needs of Teach For Malaysia, and the expectations of our key stakeholders
- Work with various programme teams in the organisation to ensure impact measures are effectively implemented and reviewed when necessary
- Ensuring the integrity of the data that is shared and that it is of high credibility for TFM’s stakeholders
- Empowering other functions in Teach For Malaysia to analyse and package data, generating insights that influence programmatic decisions and can be shared with external stakeholders
- Communicating the impact of the Fellowship Programme internally and externally using appropriate tools and platforms
- Designing and formulating annual impact reports for the organisation

### **Communication of Teach For Malaysia’s impact**

- Oversee and manage the Impact Review and Impact Report process and align our data to our Fellowship and Program Duta Guru participants’ Journey
- Communicate the impact of the Fellowship Programme internally and externally using appropriate tools and platforms
- Support teams to use impact data to secure Phase 3 contract and drive process for DPLI reform
- Provide clear qualitative and quantitative analysis of progress against organisational goals, by analysing and synthesising organisation-wide data and other research
- Craft quantitative and qualitative reports that are clear, accurate, and accessible to teams individually, across the organisation and to external stakeholders
- Support Marketing function to develop media stories in relation to the overall organisational impacts
- Advise the Partnership Development and Fellowship teams to report TFM’s activity and impact to key funders

### **Supporting organisation-wide evidence-informed strategic decision making**

- Work closely with the Finance and Operations Director and other leaders of the organisation to influence organisation strategic decision-making through evidence, data and examples of best practices.

#### **Expanding understanding of Teach For Malaysia's impact**

- Drive improvements to Teach For Malaysia's measurement and evaluation framework to expand understanding and communication of impact
- Lead internal (and support external) research or evaluation projects, including on education inequity, student achievement, programme effectiveness and teacher effectiveness

#### **Alignment to TFM Strategy 2030**

- Conduct an alignment and assessment of TFM's impacts towards our 2030 strategic goals

### **REQUIRED COMPETENCIES**

#### **Overall 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
- Highly adaptable and work effectively in an entrepreneurial, fast-paced, deadline-driven, collaborative and VUCA (volatile, uncertain, challenging and ambiguous) environment
- Excellent reasoning, problem-solving and process-based thinking skills
- Demonstrates strategic planning and execution by aligning the team on a vision of success, planning strategically and monitoring progress systematically

#### **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 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.)

#### **Role-Specific Competencies**

- Skills in monitoring, evaluation and learning methods; including significant knowledge of international best practices and experience with M&E frameworks, feedback, and learning processes;
- Understanding of student impact and outcome measures in the Malaysian education context including academic, personal and experience-based measures
- Experience in knowledge management and data analysis with a solid grasp of methodologies
- Understanding of and interest in the Malaysian education system and social conditions
- Strong data and contextual analysis skills to draw accurate conclusions and guide actions. This includes strong numerical, analytical and qualitative analysis skills

#### **Desirable Competencies**

- Experience in the education sector (e.g. in non-profit, research, government, etc.)
- Experience of undertaking significant research or evaluation projects
- Detailed knowledge of database systems (e.g. Salesforce), statistical analysis packages (e.g. SPSS) and



- Skills in operating data visualisation programs (e.g. Tableau, Power BI)

**Years of experience & qualification**

- At least 4 years experience in MEL related fields
- Bachelor's Degree and/or masters degree in MEL related fields is an added advantage

**Application**

To apply, please email the following to [careers@teachformalaysia.org](mailto: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?