



## Fellowship - Talent Acquisition 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 200,000 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:** Talent Acquisition, Associate  
**Start Date:** Immediate  
**Employment Type:** Full time, 1-Year Contract  
**Location:** Kuala Lumpur, Malaysia

### **OBJECTIVE OF THE ROLE**

The Talent Acquisition Associate plays a critical role in identifying, recruiting and selecting Malaysia's most promising future leaders, locally and globally, of all academic disciplines and career interests to join the Teach For Malaysia Fellowship or other equivalent leadership development programmes.

The mission of the Talent Acquisition Associate is to work relentlessly and collaboratively across the organisation and with key stakeholders to recruit at least 2,200 Fellows across 3 Fellowship pathways by 2030.

### **KEY MEASURES OF SUCCESS**

- **Measure 1** - Number of Fellows recruited who start the Fellowship.
- **Measure 2** - Quality and diversity of Fellows who start the Fellowship.
- **Measure 3** - Number of high potential candidates engaged at the early engagement stage.
- **Measure 4** - Number of strategic university and non-university partners who champion the Fellowship and maintain a strong conviction of our mission.

### **DUTIES AND RESPONSIBILITIES**

Responsibilities include but are not limited to the following:

#### **Fellowship Recruitment**

- Set ambitious recruitment goals, and drive university campus-based and virtual activities to achieve them.
- Identifying, building and managing relationships with universities, non-university partners, and student-led organisations locally and abroad.
- Represent Teach For Malaysia to potential candidates professionally and convincingly.
- Deliver recruitment pitches and campaigns at targeted universities and other talent pools to ensure Teach For Malaysia fills its required Fellowship vacancies with top quality candidates.
- Leverage on social media marketing and communication platforms to increase brand awareness and recruitment opportunities.
- Design, plan and execute effective recruitment events, campaigns and marketing strategies to influence campus environment (e.g.: careers fairs, recruitment trips).
- Design, plan and executive recruitment strategies through networking and virtual platforms (e.g. referral campaigns, LinkedIn, webinars, etc).
- Efficiently using tracking systems to analyse and determine the effectiveness of campaign strategy and execution.
- Provide support to the organisation's mission through activities such as conducting relevant research, tracking all aspects of campaign progress, participating in cross-functional working groups, maintaining databases and coordinating travel.

#### **Fellowship Selection, Matriculation & Placement**

- Execute efficient and effective selection processes, including application review, interview and assessment centre.
- Manage the applicant tracking system (Salesforce) and other platforms & tools.
- Analyse and use selection data and trends to improve work in selection and create a strong feedback loop to support our recruitment and sourcing efforts.
- Deliver post-recruitment deadline Selection outcome reports to the Head of Talent Acquisition.
- Deliver an inspiring candidate experience while providing candidates with support throughout the Selection process and until candidates begin their journey as Fellows.
- Support the Head of Talent Acquisition Team in engagements and correspondence with the Ministry of Education and schools to secure placements for Teach For Malaysia Fellows.

#### **Early Engagement & Team Management**

- Build and cultivate relationships with university student organisations locally and abroad (especially in the US, Canada, the UK, Australia and New Zealand where there is a large Malaysian student population) to raise awareness of educational inequity in Malaysia.
- Design, plan and deliver workshops and training sessions with university student organisations locally and abroad as an early cultivation strategy.
- Manage a team of Campus Leaders, ex-interns and other university volunteers in targeted universities or regions to organise activities and events to achieve recruitment goals.

### **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: believes deeply in the importance of inspiring/investing external people in our mission, and has high expectations for how Teach For Malaysia is viewed by external constituents.
- 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.

### **Role-Specific Competencies**

- Strong verbal and written communication skills in English and Bahasa Malaysia: can speak and deliver compelling pitches, workshops and info sessions about our organisation, mission and vision.
- Skills, interest and aptitude for conducting interviews and assessment.
- Proven ability to build and maintain good relationships with internal and external stakeholders.
- High degree of adaptability: ability to quickly adjust in a fast-paced, dynamic, and Volatile, Uncertain, Challenging, Ambiguous (VUCA) environment.
- Able to think strategically, creatively, innovatively, and in a resourceful manner.
- Analytical mindset: Able to analyse, apply and translate recruitment and selection data into implementable strategies and actions plan.
- Tech-savvy: Has knowledge of or willing to learn on how to build, develop, manage and maintain knowledge management systems, analytics dashboards and customer relationships management softwares (including but not limited to Google Workspace, Salesforce, Power BI, Google Data Studio, and Atlassian Confluence).
- Strong organisational skills and detail-orientation.
- Willing to travel (dependent on COVID-19 recovery), as well as working over unconventional hours (e.g. weekends or nights for recruitment & selection events or calls with candidates in different time zones).

### **Years of experience & qualification**

- Minimum Bachelor's Degree in any discipline. Fresh graduates may apply.
- Experience recruitment & selection is not required but will be an added advantage.
- Knowledge and network with the Malaysian students diaspora in the United States, Canada, the United Kingdom, Australia and/or New Zealand is not required but will be 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 organisation?
4. Which TFM core value do you resonate with the most and why?