



## Fellowship - Head of Talent Acquisition

### Senior 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 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:** Head of Talent Acquisition, Senior Manager  
**Start Date:** Immediate  
**Employment Type:** Full time, 1-Year Contract  
**Location:** Kuala Lumpur, Malaysia

### OBJECTIVE OF THE ROLE

The Talent Acquisition Senior Manager plays a critical role in unleashing the potential and power of a nationwide movement to work towards the vision where one day, all children in Malaysia will have the opportunity to realise their potential through quality education. This individual will be responsible for ensuring that Teach For Malaysia identifies and invests in the most promising future leaders of Malaysia to join the Fellowship and embark on a highly challenging journey of leadership and lifelong impact. To do so, this individual will set an ambitious vision for global recruitment and lead a team of highly committed and passionate recruiters to engage a wide range of stakeholders that includes colleges and graduate schools, corporates and non-profits, with the goal of expanding outreach, building partnerships, and raising awareness of education inequity in Malaysia and the role that all citizens can play in solving it.

The Talent Acquisition Senior Manager leads Teach For Malaysia's strategy in cultivating, recruiting, selecting and matriculating Malaysia's most promising future leaders into the Fellowship to tackle education inequity. This role reports to the Director of the Fellowship Programme. They are also a part of TFM's Extended Leadership Team, shaping and driving organisation-wide strategy.

### MISSION FOR THE ROLE

The mission of the Talent Acquisition Senior Manager is to lead a team that will work relentlessly and collaboratively across the organisation and with key stakeholders to recruit at least 2,200 Fellows across 3 Fellowship pathways by 2030. The Talent Acquisition Senior Manager will play a key role in bringing in new talent as Teach For Malaysia grows and develops a critical mass of new leadership in our education ecosystem.

### 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:

#### **Recruitment and Selection Strategy & Execution**

- Develop and execute a compelling recruitment, selection & matriculation strategy aligned with larger organisational objectives.
- Define a clear set of ambitious goals for the overall recruitment and matriculation cycle.
- Consistent and timely reporting on progress to goals, including collection & analysis of relevant recruitment & selection data to inform strategic and tactical decisions.
- Lead the co-creation of an inspiring and successful candidate experience and journey.
- Set and commit to achieve ambitious and tangible goals that are aligned with the overall strategic direction of Teach For Malaysia to increase:
  - High potential leads and registrations of interest generated for the Fellowship.
  - High potential completed applications cultivated for the Fellowship.
  - Acceptance rate of candidates being offered through our selection process and attending the Pre-Service Programme (Pre-Fellowship training).
  - Effectiveness in managing the Fellowship selection pipeline and the overall selection process and ensuring strong candidate experiences throughout the process.
- Develop a nuanced recruitment & selection strategy committed to foster greater Diversity, Equity and Inclusion (DEI) in the Fellowship programme.
- Oversee implementation and refinement of an evolving selection model in line with an evolving Fellowship programme (e.g.: selection competencies and design).

- Review the team's processes and tools in order to develop process improvements and innovations that will ensure an efficient, effective and scalable hiring process.

### **Strategic Partnerships**

- Build and manage strategic long term partnerships with universities, non-university partners (e.g. careers fair organisers, corporate partners who allow their scholars to serve their bond as Fellows) and student-led organisations locally and abroad.
- Build lasting relationships with internal and external stakeholders (staff, Fellows, Alumni, young Malaysians, organisational supporters, strategic partners, Ministry of Education & other private & public sector leaders) to foster broad investment and conviction in the Fellowship as a high-impact career pathway.

### **Campaigns and Branding**

- Lead the direction and support team members to develop and execute recruitment marketing and communications campaigns centred around key themes.
- Support team members to generate awareness and execute recruitment branding strategies through various channels such as print and social media, radio, television, and film.

### **Government Engagements and Fellow Placement**

- Support the Senior Leadership Team and the Stakeholder Engagement team to manage & navigate through complex government relationships in securing the Fellowship license-to-operate driving our recruitment and selection outcomes.
- Support the Stakeholder Engagement team and the wider Fellowship Team in securing placements for Fellows in schools (including, but not limited to, engaging the Ministry of Education, State Education Departments, District Education Offices, school principals and teachers)

### **Team Management, Development and Leadership**

- Manage, coach and develop a high-performing Talent Acquisition team to be successful in a fast-paced, goals-driven environment.
- Create structures and processes that enable efficient and effective execution and collaboration towards goals.
- Source and create professional development opportunities for the team.
- Build a strong collaborative team culture anchored on TFM's vision and core values.

### **Organisation Development and Leadership**

As a member of the Fellowship Leadership Team (FLT) and Extended Leadership Team (ELT):

- Collaborate with other Managers to build a team culture centred on excellence, results and TFM's core values to ensure high levels of staff engagement, strong staff retention and continuous professional development.
- Setting, aligning and driving TFM's strategy and impact within the context we operate in with other Managers, FLT, ELT and the Senior Leadership Team, including developing strategic proposals for programme and organisational growth on track to recruit another 2,200 Fellows by year 2030 (introducing new recruitment/employment pathways for the Fellowship and scaling up recruitment goals).
- Shaping and modelling TFM's core values and culture as the greatest place to work .
- Being the Brand Ambassadors of TFM.
- Being accountability partners to other ELT and FLT members.

### **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.

### **Role-Specific Competencies**

- Passionate about our mission: 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.
- Strong verbal and written communication skills: can speak and deliver compelling pitches, workshops and info sessions about our organisation, mission and vision.
- Experience in developing and implementing recruitment and selection strategy for on campus or non campus target audiences.
- Skills, interest and aptitude for conducting interviews and assessment.
- Knowledge and skills in refining and developing our selection model and assessment tools.
- Proven success in leading and driving a team towards achieving ambitious goals consistently.
- Ability to pitch and storytell compellingly.
- Aptitude for branding and social media marketing.
- Ability to think strategically, analytically and with strong operational instincts.
- Ability to maintain positivity, focus on locus of control and increase effort when faced with challenges; demonstrate the ability to be highly resourceful and entrepreneurial in the face of uncertainty.
- Actively seek feedback to improve and make learning a high priority for self and team; willing to invest in developing a high-performing team and to work collaboratively .
- Excellent interpersonal communication, relationship-building and stakeholder management skills to build relationships both internally across teams and externally.
- Ability to plan, adapt and manage tasks involving multiple stakeholders and dependencies
- Willing and able to travel as well as working over unconventional hours (e.g. selected weekends, evenings or late nights for recruitment events, interviews, assessments or calls with candidates or network partners in different time zones).

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

- At least 6 years working experience required including at least 2 years in recruitment & selection or related work.
- Experience in high-volume graduate recruitment in the Teach For All network is not required but will be an added advantage.
- Minimum Bachelor's Degree in any discipline.

### **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

### **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.)

### **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?