



## Stakeholder Engagement, Fellowship Programme Programme 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 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:** Programme Associate, Stakeholder Engagement Team  
(Fellowship Programme)

**Start Date:** Immediate

**Employment Type:** Full-Time, 1-Year Contract (Renewable)

**Location:** Kuala Lumpur, Malaysia

### **MISSION OF THE ROLE**

The Programme Associate works within the Fellowship's Stakeholder Engagement Team and across other teams including Training & Support and Talent Acquisition teams to facilitate student impact and Fellow development by ensuring strong and effective communication and engagements with stakeholders, operational efficiency, planning and execution of events across different Fellowship pathways.

### **DUTIES AND RESPONSIBILITIES**

In order to achieve the mission of this role, duties and responsibilities for the Programme Associate include, but is not limited, to the following:

#### **Stakeholder Engagement, Communication & Reporting**

- Support the Stakeholder Engagement and Talent Acquisition team in building, engaging and maintaining relationships with relevant stakeholders to secure Placement and employment for Fellows at state, district and school levels
- Responsible for liaising with Marketing Team to determine Fellowship programme's messaging and communication strategies which may include planning, curating, designing and delivery of updates to stakeholders e.g. emails, newsletters, articles
- Support ongoing communication with relevant stakeholders e.g. Ministry of Education departments, Fellows, school partners, Candidates, supporters and vendors across programme
- Draft and prepare any necessary formal communications for stakeholder engagements including letters, presentation slides, print outs etc.
- Support in gathering and analysing data as well as reporting for and to internal and external stakeholders

#### **Project Management, Coordination & Event Logistics**

- Coordinate and work collaboratively with Stakeholder Engagement team in planning, securing and execution of engagements events with MOE stakeholders at state, district and school levels e.g. Steering Committee Meetings, Quarterly review meetings, Briefings
- Work collaboratively with Talent Acquisition Team to plan and execute projects or events according to the desired outcomes
- Provide logistical support for Fellowship programme events

#### **Operational Efficiency**

- Assist in building and maintaining an excellent working and learning culture within the Fellowship team
- Create and maintain procedures and processes that support in operational efficiency
- Support coordination of events and / or opportunities related to Stakeholder Engagement and Talent Acquisition Teams
- Managing programme and event operational costs to ensure events and other operational spending are kept within the budget allocated and are optimised throughout the duration of the programme
- Developing, implementing and maintaining effective processes and structures that allow for thorough knowledge management

## KEY MEASURES OF SUCCESS

- **Operational Efficiency** - Operational policies and procedures
- **Logistics and Coordination** - Satisfaction with Fellowship event logistics
- **Overall Programme communication** - Satisfaction with the communication of news, events and opportunities to Fellows
- **Pre-Service Programme Satisfaction Rate**

## 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 with strong attention to detail
- Must be able to travel independently between multiple work sites in other states, if necessary

### Leadership Experience & Team Adaptability

- Highly adaptable and work effectively in an entrepreneurial, fast-paced, deadline-driven, collaborative and VUCA (volatile, uncertain, challenging and ambiguous) 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
- Set high standards and pursue excellence in the quality of planning process and outcomes of events
- Strong desire to learn new things and grow professionally

### Language & Technical Proficiency

- Clear and confident, and emotionally engaging communicator both in writing and verbally
- 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

- Relevant project management or stakeholder engagement / communications experience
- Excellent reasoning, problem solving and process-based thinking skills - including responding to the needs of internal and external stakeholders
- Emotional intelligence including effective relationship building, with strong customer service ethics

### Years of experience & qualification

- Bachelor's Degree in any field is accepted
- Minimum 1 year experience in communications/logistics/project management and stakeholder engagement is preferred but not mandatory

## APPLICATION

Please scan the following QR code or click on [this link](#) to submit your application through the application form.



*Due to the volume of applications we receive, we apologise that we will not be able to respond to all applicants - only shortlisted candidates will be contacted.*