



## Participant Affairs and Recruitment Associate/Senior Associate

### Program Duta Guru

“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 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.

### **About Program Duta Guru**

Program Duta Guru is a two-year development programme to empower teachers to be highly competent and committed; serving as role models to enhance higher order thinking skills (HOTS) through STEM education as a foundation to being a competitive nation. The programme's mission is to build upon existing systems to improve the capability of Malaysian public school teachers in order to enhance students' interest and competency in STEM subjects and their higher order thinking skills.

Many STEM initiatives have been created within Malaysia, targeting different levels of the education ecosystem. Despite these efforts, STEM enrollment in Malaysian public schools remains low due to a lack of interest and competency. One key intervention, as outlined by the government, is to upskill teachers who play a great influence on student choices and education outcomes. Program Duta Guru aligns to this.

Teach for Malaysia has been appointed as the implementation partner of Program Duta Guru which is a collaboration between Yayasan PETRONAS ("Yayasan") and the Ministry of Education ("MOE"), through Pusat STEM Negara (PSN).

Program Duta Guru supports teachers in every district in Malaysia through national and regional training events, as well as individualised coaching and support. The programme launched in December 2019, the first cohort of 150 participants started the programme in June 2020 and the second cohort of 180 participants started the programme in January 2021. Program Duta Guru participants are grouped according to 6 zones, and each zone is managed by a Programme Coordinator and a team of Pembimbing Duta Guru (teacher coaches).

More information about Program Duta Guru is available at this link - <https://www.yayasanpetronas.com.my/program/dutaquru/>

**Role:** Participant Affairs & Recruitment Associate  
**Start Date:** Immediate  
**Employment Type:** Full-time, 1 year contract (Renewable)  
**Location:** Kuala Lumpur, Malaysia

### **OBJECTIVE OF THE ROLE**

To identify, recruit and select the most promising future STEM leaders in the Ministry of Education Malaysia (MoE) to join the Program Duta Guru or other equivalent leadership development programmes.

### **MISSION FOR THE ROLE**

The mission of the Recruitment Coordinator is to maintain large-scale recruitment operational systems as well as ensuring operational efficiency of the recruitment process. This includes overseeing and keeping track of the recruitment activities carried out by the recruitment team.

Additionally, the role will support in managing relationships with stakeholders within the Program Duta Guru ecosystem (including, but not limited to Yayasan PETRONAS, Pusat STEM Negara dan Petrosains). This also includes working with stakeholders in the Ministry of Education at federal and regional levels.

### **DUTIES AND RESPONSIBILITIES**

Responsibilities include but are not limited to the following:

1. Participant Affairs
  - Coordinate with Programme Coordinators to ensure Participant Affairs are well managed & clearly communicated to the Working Committee, Penyelaras STEM Negeri and other relevant stakeholders.
  - Follow up closely with Participants, Programme Coordinators and Working Committee on cases related to participant retention and engagement.
  - Continue to enhance and refine the Participant Affairs tracking system for better data & knowledge management purposes.
  - Leverage participant data to optimize recruitment strategy
  - Support with programme operations in order to enhance participant experience and engagement with a focus on improving participant retention.
  - Produce reports for various stakeholders highlighting PDG participant affairs progress.
2. Recruitment
  - Support on overseeing all recruitment projects which includes Participants & Pembimbing Program Duta Guru.
  - Plan and execute effective recruitment events, campaigns and marketing strategies to influence STEM teachers (e.g.: info sessions) as well as through networking (Roadshows) and virtual platforms.
  - Co-craft recruitment content with Marketing Team and Design & Training Team to attract high potential candidates including but not limited to: website, social media, brochures and recruitment pitch presentations.
  - Leverage on social media marketing and communication platforms to increase brand awareness and recruitment opportunities such as Telegram, WhatsApp, Facebook etc.
  - Efficiently use tracking systems to analyze and determine the effectiveness of campaign strategy and execution.
  - Execute efficient and effective selection processes, including application review and application essay evaluation, which included facilitating info sessions and selection

process.

- Manage the applicant tracking system (Salesforce, if any) and other platforms & tools especially Google Spreadsheets.
- Identify, build and manage relationships with key stakeholders, including prospective applicants, Pembimbing Program Duta Guru (PPDG), Penyelaras STEM Negeri (PSN), Working Committee (WC - Yayasan PETRONAS & Pusat STEM).
- Produce reports for various stakeholders highlighting PDG recruitment.

## KEY MEASURES OF SUCCESS

- **Brand awareness**
  - o Achieve targeted number of new high potential STEM teachers interested to apply to join each Program Duta Guru cohort or other equivalent leadership development programmes.
- **Recruitment & selection**
  - o Effective recruitment process for Participants, Pembimbing Program Duta Guru and Duta Guru.
  - o Achieve recruitment target for Participants, Pembimbing Program Duta Guru and Duta Guru.

## REQUIRED COMPETENCIES

### Role-Specific Competencies

- 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 Excel or Google Spreadsheets, Salesforce, Power BI, Google Data Studio, and Atlassian Confluence).
- 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 and Program Duta Guru is viewed by external constituents.
- Resourcefulness - Leverage on relationships/networks through stakeholder engagements as well as existing materials or references in order to achieve effective and efficient outcomes.

### Years of experience & qualification

- Bachelor's Degree in any discipline
- Experience in recruitment and/or public stakeholder engagement would be an advantage

### 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 strategically, critically, innovatively, and in a resourceful manner
- Able to build and maintain good relationships with internal and external stakeholders
- Able to plan strategically on multiple projects that are happening concurrently.
- Able to deliver and finish projects in a timely manner with effective outcome.

### 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 or Google Spreadsheets (formulas, format, dashboard etc.)
- Willing and able to readily adopt and utilize any TFM database or technological platform / application (i.e. Google Suites, Confluence, Salesforce, Zoom etc.)

## 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.*