



Fellowship Training & Support 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, Fellowship Team
Start Date: Immediate
Employment Type: Full-Time, 1-Year Contract (Renewable)
Location: Kuala Lumpur, Malaysia

MISSION OF THE ROLE

Facilitate student impact and Fellow development by ensuring operational efficiency, excellent communication and event delivery across different Fellowship pathways.

DUTIES AND RESPONSIBILITIES

The Programme Associate works within the Fellowship's Stakeholder Engagement Team and across other teams including Training & Support and Alumni Impact 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 for the role include, but is not limited, to the following:

Project Management, Coordination and Event Logistics

- Coordinate and work collaboratively with Stakeholder Engagement team in planning, securing and execution of engagements events for Fellows' trainings and / or with MOE stakeholders at state, district and school levels
- Provide logistical and communications support for Fellowship programme events
- Build and maintain relationships with relevant internal and external stakeholders, e.g. Staff and Fellows, vendors

Communication

- Support with the communication with relevant stakeholders - Fellows, school partners, supporters which may include but not limited to weekly digests, posters, letters etc.
- Responsible for the design and delivery of Fellows' weekly email newsletter
- Draft and prepare any necessary formal letters
- Support in gathering and analysing data as well as reporting for and to internal and external stakeholders

Operational Efficiency

- Assist in building and maintaining an excellent working and learning culture within the Fellowship
- Create and maintain procedures and processes that support in operational efficiency
- Support coordination of all Fellow and students' events and opportunities
- Maintain and keep track on supply and resources inventory that will support Fellows in their Fellowship journey
- 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
- Strong desire to learn new things and grow professionally

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
- Set high standards and pursue excellence in the quality of planning process and outcomes of events.
- Able to independently solve ad-hoc and unforeseen issues with minimal guidance

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

- Relevant project management, event management or communications experience
- Excellent reasoning, problem solving and process-based thinking skills - including responding to the needs of Fellows and staff
- 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.