



# Stakeholder Engagement Manager

## 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 live.

We recruit, train and support our country’s rising generation of leaders to teach in high-need schools across the nation, through the Teach For Malaysia Fellowship - a two-year leadership development programme. We’ve impacted over 44,000 students, working with the Ministry of Education and other partners. Beyond the Fellowship, our growing network of Alumni 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.

We are looking for champions to join our team in this movement of change, who share our vision, mission, and core values; Sense of Possibility, Excellence, Collaboration, and Integrity. All these are an important part of our culture, to ensure long-term, sustainable success, and realise our vision:

**One day, all children in Malaysia will have the opportunity to attain an excellent education.**

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 in our mission to end education inequity in Malaysia.

## 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 competency of Malaysian public school teachers in order to enhance students' 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 their appointed MOE department representative.

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, and the first cohort of 150 participants started their training in June 2020. Program Duta Guru participants are grouped according to 6 zones, and each zone is managed by a Programme Coordinator with 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/dutaguru/>

**Role** : Stakeholder Engagement Manager, Program Duta Guru  
**Start Date** : Immediate  
**Employment Type** : Full time, 1-year Contract (Renewable)  
**Location** : Kuala Lumpur

### Mission for the Role

With the larger purpose of achieving Program Duta Guru (PDG)'s Vision and Goals, this manager role leads the Stakeholder Engagement Team to ensure effective delivery of PDG by:

- Strategically planning and engaging key stakeholders to ensure strong buy in to the program
- Maintaining timely funding and drawdown through high quality reporting to stakeholders

### Key Measures of Success

- **Measure 1** : Strong positive stakeholder engagement and satisfaction across the working and implementation committee (MOE, Yayasan PETRONAS, Petrosains) as well as broader federal, regional and school level public and private stakeholders whilst ensuring assimilation with TFM's stakeholder engagement strategies
- **Measure 2** : High commitment from teachers, policymakers, and community members in the STEM ecosystem towards achieving and maintaining excellence in HOTS through STEM
- **Measure 3** : Clear communication of impact to stakeholders through high quality reporting and leading to timely funding and drawdown
- **Measure 4**: Stakeholder Engagement Team is engaged and resourced to deliver PDG's key measures of success

### Duties and Responsibilities

- Work closely with other teams to manage key projects and initiatives within Program Duta Guru including the National Symposium, recruitment and selection for future participants, stakeholder engagement activities and roadshows, as well as supporting on overall branding and communications of the programme
- Work closely with the Head of Duta Guru as well as Managers across the PDG team as part of PDG Leadership Team to ensure strong delivery on stakeholder engagements for the excellence of the programme.
- Lead strategic planning for communications and engagements with key stakeholders for the program including the working committee and broader level public sector stakeholders
- Manage planning and utilisation of budget for stakeholder engagement initiatives are kept within the budget and optimised throughout the duration of the event.
- Manage manpower resources including contract hiring with the support of the Head of Duta Guru
- **Directly line manage all members of the Stakeholder Engagement team and be ultimately accountable for their deliverables:**

### Stakeholder Engagement

- Establish strong relationships with key PDG stakeholders mainly from
  - Federal and Private Stakeholders
    - Steering Committee and Working Committee
    - MOE Management Meetings with Yayasan PETRONAS
  - Regional Stakeholders
    - JPN and PPD Roadshow
    - JPN engagement level
    - School and District engagement level

- Ensure consistent and clear communication with Yayasan PETRONAS, MOE and Petrosains to follow-up, track and monitor progress of key tasks from meetings.
- Provide support on stakeholder engagements processes and protocols in Regional Trainings and major PDG events (i.e. National Symposium and Cohort Graduations)
- Ensuring synergy in stakeholder engagement strategies with TFM stakeholder engagement team

### **Mobilising Community**

- Support to maintain and nurture partnerships within the Program Duta Guru ecosystem including private and public sectors (including but not limited to Yayasan PETRONAS, MOE, Petrosains, etc.) who collaboratively work towards implementing and deepening impact of the Program Duta Guru
- Mobilising and leveraging stakeholders via regional approach with PDG Community Mobilisation Team

### **Planning and Performance Reporting and Stakeholder Knowledge and Management**

- Prepare operational MOE permission letters to be shared with MOE that is required to execute PDG events
- Manage and oversee overall reporting timelines and funding drawdown process
- Produce high quality reports highlighting progress and impact of Program Duta Guru in a timely manner
- Establishing and maintaining a comprehensive stakeholder engagement database and ensuring assimilation with TFM stakeholder engagement database

*Work scope and responsibilities may adapt and change in line with the needs of the programme*

### **Required Competencies**

- Passion for Teach For Malaysia's mission and the movement and Desire to operate within the Teach For Malaysia's Core Values
- Emotional intelligence including effective relationship building as well as Clear and confident, and emotionally engaging communicator both in writing and verbally
- Strong desire to learn new things and grow professionally
- Ability to develop strong relationships and partnerships with diverse individuals, including Participants, vendors and regional stakeholders
- Experience and enthusiasm working with a team and creating a collegial atmosphere with Staff and Participants
- Proactive self-starter with the ability to manage multiple streams of work, and independently prioritise tasks
- Exceptional organisational skills with strong attention to detail
- Excellent reasoning, problem-solving and process-based thinking skills, including responding to the needs of Participants and Staff in the PDG environment
- Ability to manage operational budget effectively
- Highly adaptable and work effectively in an entrepreneurial, fast-paced, deadline-driven, collaborative and dynamic environment
- Strong proficiency in MS Office and G Suite platforms
- Fluent in spoken and written Malay and English
- Must be able to travel independently between multiple work sites in other regions, if necessary

### Who should consider this role

- At least 4 years of working experience in related areas of stakeholder engagement, public sector engagement, and program operations
- Managerial experience leading a small team preferred
- Bachelor's degree in a related field preferred but not required

### 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.*