



Recruitment 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 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 the Education Planning and Research Division (EPRD).

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 : Recruitment Manager, Program Duta Guru
Start Date : Immediately
Employment Type : Full time, 1-year Contract (renewable)
Location : Kuala Lumpur

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

With the larger purpose of achieving Program Duta Guru (PDG)'s Vision and Goals, the Recruitment Manager leads the PDG Recruitment Team to ensure effective delivery of PDG by:

- Managing the team to maintain large-scale recruitment strategy and process
- Overseeing and keeping track of the recruitment activities carried out by the recruitment team.
- Managing relationships with stakeholders within the Program Duta Guru ecosystem (including, but not limited to Yayasan PETRONAS, Education Planning and Research Division (EPRD), Ministry of Education Malaysia. 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:

- Work closely with the Head of Program Duta Guru and Managers across the PDG team to ensure the program attains the targeted recruitment numbers and establishes synergy with other functions in TFM to enhance recruitment efficiency for TFM programs.
- Collaborate with various teams to manage key projects and initiatives within Program Duta Guru, including but not limited to the National Symposium, recruitment and selection for future participants, training events, stakeholder engagement activities, and roadshows.
- Work in conjunction with other teams to strengthen the ecosystem by building communities consisting of stakeholders across all levels in the ecosystem, such as Duta Guru, school leaders, district, state, and federal officials.
- Manage manpower resources including contract hiring with the support of the Head of Duta Guru and Head of Stakeholder Engagement and Recruitment
- Directly line manage all members of the Recruitment team and be ultimately accountable for their deliverables:
 - **Recruitment, Selection and Onboarding**
 - Overseeing all recruitment projects, including Participants and Pembimbing Program Duta Guru.
 - Develop an effective recruitment process for PDG Participants and Pembimbing PDG to achieve recruitment targets.
 - Supervise recruitment events, campaigns, and marketing strategies to influence STEM teachers (e.g., information sessions) and expand outreach through networking (Roadshows) and virtual platforms.
 - Manage recruitment content and strategy in collaboration with the Marketing Team and Design & Training Team to attract high-potential candidates. This includes, but is not limited to, websites, social media, brochures, and recruitment pitch presentations.
 - Oversee tracking systems to analyse and determine the effectiveness of campaign strategy and execution.
 - Ensure efficient and effective selection processes, including application review

- and application essay evaluation, which includes facilitating information sessions and the selection process.
- Supervise the applicant tracking system (e.g., Salesforce) and other platforms and tools, especially Google Spreadsheets.
 - Identify, build, and manage relationships with key stakeholders, including prospective applicants, Pembimbing Program Duta Guru (PPDG), Penyelaras STEM Negeri (PSN), and the Working Committee (WC - Yayasan PETRONAS & MOE).
 - Produce reports for various stakeholders, highlighting PDG recruitment progress..
- **Participant and Pembimbing Program Duta Guru (PPDG) affairs**
 - Strongly manage participant affairs and the withdrawal process by working closely with the Coaching and Support team.
 - Continuously enhance and refine Participant Affairs processes and systems for better data and knowledge management purposes.
 - Produce reports for various stakeholders, highlighting PDG participant affairs progress.
 - **Budget Management and Optimisation**
 - Manage recruitment costs to ensure they stay within the budget and are optimised throughout the program's implementation.
 - **Branding and Communication**
 - Establish and maintain a strong overall branding and communication strategy for the program.
 - Collaborate with the marketing team to ensure that the strong brand identity of all involved parties (i.e., Teach For Malaysia, Yayasan PETRONAS, MOE, and Petrosains) is considered in all communication strategies.
- Work scope and responsibilities may adapt and change in line with the needs of the programme

REQUIRED COMPETENCIES

Role-Specific Competencies

- At least 3 years experience in marketing/recruitment strategies and selection processes.
- At least 4 years working experience in related areas of stakeholder engagement, public sector engagement, and/or recruitment
- Managerial experience leading a small team preferred
- 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).

General 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 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
- Highly adaptable and work effectively in an entrepreneurial, fast-paced, deadline-driven, collaborative and dynamic environment
- Must be able to travel independently between multiple work sites in other regions, if necessary.

- Bachelor's degree in a related field preferred but not required

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 utilise 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.