Finance & Operations
Recruitment Specialist

“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 through quality 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 achieve our mission.
Role: Recruitment Specialist
Start Date: Immediate
Employment Type: Fixed Term, 1-Year Contract
Location: Kuala Lumpur, Malaysia

OBJECTIVE OF THE ROLE
The Recruitment Specialist plays a critical role in identifying, recruiting and selecting Malaysia’s most promising future leaders, locally and globally, of all academic disciplines and career interests to join Teach For Malaysia as an employee who strives alongside our Champions to end education inequity in Malaysia.

The mission of the Recruitment Specialist is to work relentlessly and collaboratively across the organisation and with key stakeholders to recruit staff. This role reports to the Manager of Talent & Operations. This role is primarily in charge of Recruitment for vacancies under the Program Duta Guru pillar to ensure the function is at an optimum pace and size to scale the initiatives.

KEY MEASURES OF SUCCESS

- **Quality and diversity of employees hired** - Ensuring that successful candidates fulfill the hiring requirements and are a fit to the culture of TFM
- **Vacancies successfully filled** - Closing all the vacancies assigned
- **Recruitment Time-to-Hire** - Ensuring that vacancies are filled in a timely manner in order for the organization and teams so that teams will be adequately staffed to meet our annual goals.

DUTIES AND RESPONSIBILITIES
Responsibilities include but are not limited to the following:

**Employer Branding**
- Identifying, building, and managing relationships with universities, non-university partners, and student-led organisations locally and abroad.
- Represent Teach For Malaysia to potential candidates professionally and convincingly.

**Recruitment**
- Independently own end-to-end hiring process for full-time roles (with the exception of final stage assessments) through coordination of Job Description preparation, posting of vacancies on job portals, headhunting, cultivating, screening and coordinating assessment centre and interview logistics.
- Liaise with hiring managers to identify the requirements, skills and competencies required for the vacancies.
- Liaise with hiring managers to coordinate the recruitment and selection process.
- Support team to enhance interview questions and assessments in line with TFM’s core competencies.
- Execute efficient and effective selection processes, including application review, interview and assessment centre.
- Analyse and use selection data and trends to improve work in selection and create a strong feedback loop to support our recruitment and sourcing efforts.
- Deliver an inspiring candidate experience while providing candidates with support throughout the selection process and until candidates begin their journey as Champions.

**REQUIRED COMPETENCIES**
- Aligned to TFM Core Values: Sense of Possibility, Excellence, Collaboration & Integrity.
Due 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.