



Planning and Performance 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 (TFM) 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 TFM Fellowship and Program Duta Guru (PDG) - 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 PDG, 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. TFM 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 (PDG) 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 Science, Technology, Engineering and Mathematics (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 (TFM) has been appointed as the implementation partner of PDG which is a collaboration between Yayasan PETRONAS and the Ministry of Education, through the Education Planning and Research Division (EPRD).

PDG 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. PDG 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 PDG is available at this link - <https://www.yayasanpetronas.com.my/program/dutaguru/>

Role: Planning and Performance Associate/Senior Associate
Start Date: Immediate
Employment Type: Full-time, 1-Year Contract (Renewable)
Location: Kuala Lumpur, Malaysia

OBJECTIVE OF THE ROLE

As Program Duta Guru (PDG) enters into its second phase of implementation, this role is focused on supporting the design, improvement and implementation of the planning processes which will ensure that the team is able to effectively implement the Phase 2 strategic plan into actions with measurable impact.

MISSION FOR THE ROLE

The aim of the Planning and Performance role is to support program delivery by overseeing large-scale operational systems and enhancing program efficiency. This involves supervising and monitoring the team's program activities and assisting in the management of relationships with stakeholders, particularly with Yayasan PETRONAS.

Duties and Responsibilities

The role reports to PDG Operations Manager and will work closely with PDG's Head of Stakeholder Engagement and Operations, as well as the Head of PDG to facilitate these activities:

Strategic Planning, Impact Tracking and Reporting (70%)

- Create and maintain a project dashboard to track all key programme activities to measure the team's progress and effectiveness as the Programme Implementer.
- Capture issues, risks and updates on programme delivery, and collaborate with the relevant stakeholders to address them, if necessary.
- Develop, implement and maintain processes that allow for effective knowledge management.
- Coordinate cross-functional collaboration within the team to ensure overall effectiveness and efficiency. This includes, but is not limited to, the following activities:-
 - Work closely with Design & Training, Coaching & Support, Mobilisation Community, Stakeholder Engagement, and Operations teams to coordinate relationships established for the respective goals and measures of success
- Support in managing communications of Phase 2 PDG Strategy across the team, the organisation, as well as external stakeholders to ensure the roll out is comprehensive, efficient and effective, resulting in full clarity and organisational buy-in.
- Monitor and track progress against organisational Objectives and Key Results (OKRs), as well as coordinate quarterly OKR reviews to ensure the organisation stays on track to achieve its goals. This includes improving the tracking mechanism of OKRs, and owning the tracking process to ensure the whole organisation and different functions are on track to achieve our OKRs.
- Produce and present quarterly & annual performance reports, with metrics to capture the progress of programme implementation for stakeholders
- Lead project management and delivery of PDG Impact Report by facilitating the collection of impact data from various stakeholders and driving the reporting narrative.
- Collect, analyse, and interpret data & learnings from past projects/ planning processes to identify trends, opportunities, and areas for improvement.
- Support in the management of the annual PDG Milestones calendar.
- Work closely with the Research & Data Analyst in reporting regular updates to stakeholders via activity tracker.

- Working with Monitoring, Evaluation and Learning (MEL) team to understand the data needs of the programme, and the expectations of our key stakeholders to recommend and contribute to the strengthening of existing programmes and creation of future programmes
- Lead internal (and support external) research or evaluation projects, including on education inequity, student achievement, programme effectiveness and teacher effectiveness
- Collaborate with the team to create and compile monthly and quarterly presentation decks for the PDG Working Committee and PDG Steering Committee meetings.
- Prepare and finalise meeting minutes for the PDG Working Committee, seeking approval and submitting them to the committee.

Stakeholder Engagement (20%)

- Liaise and Engage with Yayasan PETRONAS and MOE (via PDG's Working & Steering Committees) to follow-up, track and monitor progress of key tasks from meetings.
- Support to maintain and nurture partnerships within the PDG ecosystem, including private and public sectors (including but not limited to Yayasan PETRONAS, MOE etc.) who collaboratively work towards implementing and deepening impact of PDG.

Programme Implementation Drawdown and Invoices (10%)

- Work with the Finance team to ensure all financial reports and receipts are sent to Yayasan PETRONAS in a complete and timely fashion.

Key Measures of Success

Strategic Planning, Impact Tracking and Reporting

- Maintain an accurate and dynamic project dashboard tracking all programme activities carried out as Programme Implementer.
- Effective knowledge management practice.
- Produce and delivery of the reports on quarterly and annual basis
- Produce high quality reports for various stakeholders highlighting progress and impact of PDG

Stakeholder Engagement

- Establish strong relationships with the PDG Team especially Yayasan PETRONAS

Programme Implementation Drawdown and Invoices

- Ensure invoices are submitted to Yayasan PETRONAS in a complete and timely fashion

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
- Highly adaptable and work effectively in an entrepreneurial, fast-paced, deadline-driven, collaborative and VUCA (volatile, uncertain, challenging and ambiguous) environment
- Strong desire to learn new things and grow professionally

Role-Specific Competencies

- Outstanding written and analytical skills.
- Able to produce written communication, reports and presentations for high-stake audiences that combine data and written narratives, with great attention to detail and excellent standard of work presentation.
- Able to produce exceptional presentation decks.
- Excellent organisational, time management and project management skills, including the ability to multitask with tight deadlines.
- Ability to handle sensitive information with utmost confidentiality and maturity.
- Demonstrated ability or experience of holding people to account to achieve goals and objectives.
- Excellent reasoning, problem-solving and process-based thinking skills
- Strong proficiency in Microsoft Office and Google Workspace platforms
- Experience with Agile and/or Scrum project management is an advantage.
- Experience with setting and managing OKRs is an advantage.
- Must be able to travel independently between multiple work sites in other regions, if necessary.

Leadership Experience & Team Adaptability

- Ability to be adaptable in an entrepreneurial, fast-paced, and dynamic environment.
- Able to think strategically, critically, innovatively, and in a resourceful manner.
- Strong interpersonal skills and ability to work collaboratively with all levels of employees and stakeholders.
- Able to effectively influence senior level stakeholders.
- Able to proactively build and maintain good relationships with internal and external stakeholders.

Language & Technical Proficiency

- Strong written, verbal skills and excellent proficiency in English and professional working proficiency in Bahasa Malaysia.
- Excellent proficiency in Microsoft Excel, PowerPoint and Word, or Google Workspace equivalents, especially in PowerPoint.
- Willing and able to readily adopt and utilise any TFM database or technological platform / application (i.e. Google Workspace, 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.