



## **Associate/Senior Associate, Stakeholder Engagement, 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 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/dutaguru/>

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

### Mission for the Role

The mission of the Stakeholder Engagement Senior Associate is to drive the seamless delivery of programs by managing and optimising large-scale operational systems. This pivotal role involves ensuring efficiency and effectiveness within the program, overseeing team activities, and fostering strong relationships with key stakeholders.

Furthermore, the role will play a crucial part in cultivating and managing relationships within the Program Duta Guru ecosystem. This encompasses strategic collaborations with entities such as Yayasan PETRONAS and Ministry of Education Malaysia (MOE) at both federal and regional levels, contributing to the broader success of the program.

### Key Measures of Success

- **Measure 1:** Cultivated Positive Stakeholder Engagement and Satisfaction - Foster positive relationships with working and implementation committees, including MOE and Yayasan PETRONAS, as well as broader federal, regional, and school-level stakeholders.
- **Measure 2:** Enhanced Commitment in the STEM Ecosystem - Increase commitment from teachers, policymakers, and community members in the STEM ecosystem to achieve and maintain excellence in Higher Order Thinking Skills (HOTS) through STEM.

### Duties and Responsibilities

The role will work closely with the Manager of Stakeholder Engagement and Recruitment to facilitate these activities:

#### Stakeholder Engagement

- Draft operational Ministry of Education (MOE) permission letters necessary for the execution and implementation of Program Duta Guru (PDG) activities and events
- Cultivate robust relationships with stakeholders at federal and regional levels, including the MOE, State Education Departments, District Education Offices, and schools.
- Collaborate with Yayasan PETRONAS and the Education Planning and Research Division (EPRD) to follow up, track, and monitor key tasks' progress. Ensure a seamless sharing of information between parties to drive the program forward.
- Efficiently manage the preparation, alignment, and execution of stakeholder engagement aspects (protocol, communication, logistics preparations, etc.) for PDG events.
- Mobilise and leverage stakeholders via regional approach with PDG Mobilisation Community Team
- Capture and track issues, risks, and relevant updates on event operations implementation from all relevant sources. Collaborate with stakeholders to address any issues if necessary
- Generate reports highlighting PDG stakeholder engagements and related matters
- Develop, implement, and maintain processes for a comprehensive stakeholder engagement database
- Ensure that the brand identities of all involved parties (Teach For Malaysia, Yayasan PETRONAS, MOE) are considered in all actions undertaken on behalf of Program Duta Guru

## **Participant Affairs and Recruitment**

- Provide support for participant retention and withdrawal processes related to stakeholder engagement and management
- Provide support in generating reports for various stakeholders, showcasing progress in participant affairs.

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

## **Required Competencies**

### **Role-Specific Competencies**

- Relationship Building - Ability to build and maintain positive relationships with stakeholders, including government officials, community leaders, and other relevant parties
- Communication Skills - Strong verbal and written communication skills to effectively convey messages and represent the organisation's interests to various stakeholders
- Adaptability - Flexibility to adapt to changing political landscapes, policy environments, and stakeholder expectations
- Resourcefulness - Leverage on relationships/networks through stakeholder engagements as well as existing materials or references in order to achieve effective and efficient outcomes
- Collaboration - Collaborative mindset and the ability to work effectively with cross-functional teams both within the organization and externally.

### **Years of experience & qualification**

- Bachelor's Degree in any discipline
- Experience in recruitment and/or public stakeholder engagement would be an advantage

### **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 utilize 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.*