



## About the Organisation

"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.

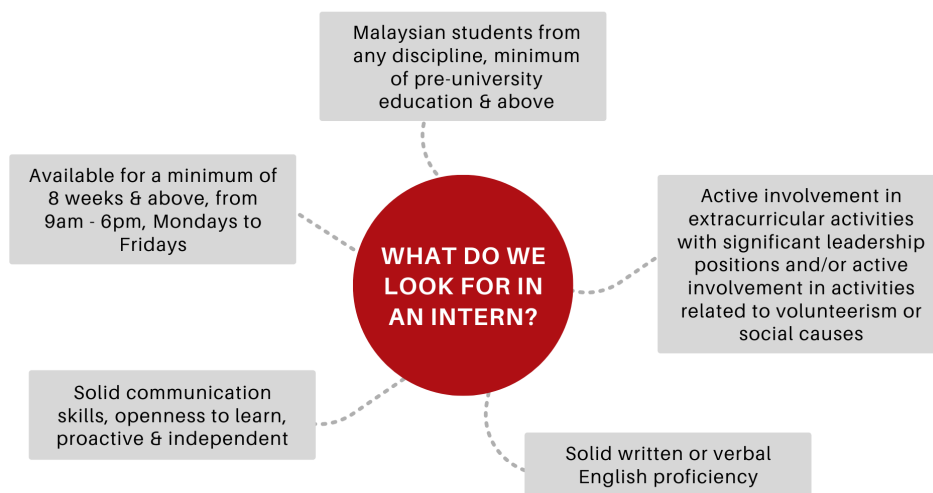
While our compensation package is fair and competitive, we do not expect this to be your key reason for joining us. After all, we are not just offering you a job; we are looking for a like-minded future leader to grow with us and help us achieve our mission.

## About the Internship

We are looking for interns to join us in this movement of change. Beyond qualifications, we need someone who shares our vision and mission and is aligned with our Core Values: Sense of Possibility, Excellence, Collaboration and Integrity.

There are a number of Functions in which interns can be a part of in order to achieve the mission of Teach For Malaysia as detailed in the following pages. Interns are able to explore their potential to be more competent and holistic leaders by contributing to these Functions. The working hours of interns are from **9am to 6pm, Mondays to Fridays**, and monthly allowances for pre-university students, undergraduates and graduates are **RM500, RM700** and **RM1000** respectively.

Interns can contribute up to 20% of their time learning from other functions to have a more comprehensive understanding towards the mission and the work that the organisation is doing.



## When can I apply?

We accept applications all year round and on a **first come first served basis**. Offers are subjected to vacancies available within teams, and also on the intern's availability. While the minimum internship period is two (2) months, we recommend that you intern for three (3) months to have a fuller internship experience!

The start and end dates of your internship can be discussed further with the hiring team after the shortlisting stage.

## How can I apply?

Please submit your application through the Google Form [here](#).

## How long should I expect for an offer?



*\*Upon successful shortlisting*

# Specific Roles Functions

## Finance & Operations (Talent)

### Job Description

The Talent, Finance and Operations (similar to HR) intern is committed towards the vision of making “TFM the Greatest Place to Work in Malaysia” a reality alongside the team. We trust that taking care of our talents is crucial in driving the impact they’re making in the education ecosystem. Tasks are based on the team’s focus areas, which include but are not limited to:

#### Talent:

- Support in coordinating the end-to-end internship recruitment processes
- Owning staff engagement activities (eg. staff retreat, celebrations, learning & development, onboarding) to strengthen the work culture and staff development
- Other research/project-based activities for talent-related projects;

#### Office Administration:

- Manage internal knowledge management and act as a thought partner to improve office operational processes
- Assist the Office Manager in maintaining the daily office operational efficiency

#### Finance:

- Review and verify of Purchase Requisitions and Staff Claims, prepare PRs in for vendor support's processing
- Weekly recording of bank funds received
- Monthly issuance of corporate donations received
- Maintain and update finance budget and forecasting database
- Support annual budgeting exercise
- Preparation and filing of supporting documents for financial audit
- Ad-hoc finance work assigned by Finance Manager, such as:
  - Owning initiatives to refine and improve the internship journey for TFM interns
  - Refining HR & office administrative processes
  - Supporting with organisational strategy development processes
  - Assist in the building of the talent pipeline and the process of employee recruitment.

### Pre-Requisites

Excellent organisational skills; Excellent attention to detail; Excellent written and verbal communication skills; Strong relationship-building skills; Interest in building team culture and mobilising groups of people; Proficiency in basic computer skills such as performing operations on Microsoft Excel, Zoom, G Suite applications.

## **Finance & Operations (Information Technology)**

### **Job Description**

The IT intern is committed to supporting the organisation's mission by ensuring the technology infrastructure runs smoothly, providing technical assistance, and ensuring its IT systems are secure and current. The role requires high professionalism, excellent project management skills, and the ability to deliver high-quality work while prioritising tasks effectively. This role will report to the Technology Manager. Tasks are based on the team's focus areas, which include but are not limited to:

#### **Technology (80%):**

- Assist with the setup, installation, and configuration of new computers, printers, and other IT equipment.
- Assist in the regular maintenance of IT systems, including installing updates, software patches, and ensuring backups are completed.
- Troubleshoot hardware and software issues for staff, including desktops, laptops, and peripherals.
- Work with IT vendors to procure and manage necessary equipment or services.
- Manage and respond to IT help desk tickets, providing timely support to end-users for all IT-related issues.
- Maintain IT documentation, including setup guides, troubleshooting steps, and the inventory of hardware and software assets.
- Support to identify and implement IT process improvements to enhance operational efficiency within the organisation.
- Support the management and monitoring of the organisation's internal network, ensuring a secure environment, and addressing security concerns.

#### **Office Administration (10%):**

- Manage internal knowledge management and act as a thought partner to improve office operational processes.
- Assist the Office Manager in maintaining the daily office operational efficiency.

#### **Finance (10%):**

- Verify and process purchase requisitions, claims, and vendor-related paperwork.
- Record weekly bank transactions, issue corporate donations, and update the finance budget and forecast database.
- Assist with annual budgeting, financial audits, and perform additional finance tasks as directed by the Finance Manager.

### **Pre-Requisites**

Pursuing or completed IT, Computer Science degree, or any relevant experience; Proficient in Google Sheets, Excel; Slack and Confluence experience a plus; Strong project management, problem-solving, and prioritisation skills; High professionalism when dealing with IT vendors and stakeholders; Committed to delivering high-quality work and improving operational efficiency; Approachable and supportive when assisting with technical support; Excellent communication, able to explain technical concepts clearly; Willingness to learn and adapt to new technologies and processes; Ability to work independently and as part of a team.

## **Training & Support**

### **Job Description**

As a Fellowship Programme Training & Support Intern, you will be working closely with the Training and Support team within the Fellowship programme to develop Fellows who are empowered and equipped to make an impact from day one and who have a vision of systemic change. You will be committed to ensure that the Teach For Malaysia Fellowship programme collects the right data that helps it articulate the story of the programme, ensuring that it is able to make the right decisions to maximise the impact of the Fellowship programme and inspire others to work with us in driving change. Tasks are based on the team's focus areas, which include but are not limited to:

### **Project Management**

- Assisting with event logistical planning and execution (e.g. Training events, school visits, etc.)
- Following up and updating existing project trackers to keep the team on-track
- Leading initiatives to improve the execution of the programme delivery (e.g. designing processes and procedures for Fellows, organising social events for Fellows, etc.)
- Optimizing cost when planning for events of initiatives

### **Stakeholder Engagement**

- Supporting the management of stakeholders in multiple collaborative projects
- Identifying potential partnerships and collaborations with key stakeholders that could benefit the programme delivery
- Refining the stakeholder processes and mapping to ensure procedure clarity

### **Fellow Communication**

- Sending out the weekly newsletter to Fellows
- Maintaining regular and professional interactions with Participants on all communication platforms (eg. Telegram, Facebook ,email, etc.)

### **Research and Reporting**

- Carrying out simple data analysis (e.g. survey results)
- Exploring new learning tools for training purposes (e.g. Microsoft Teams, etc.)
- Creating learning and progress report to be presented to external stakeholders
- Curating surveys and materials relevant to project needs in order to measure impact

### **Knowledge Management**

- Managing internal team knowledge management systems
- Responsible in note-taking and preparing meeting minutes
- Carrying out data entry would also be required, as part of measures of impact cycle and research projects

### **Pre-Requisites**

Excellent organisational skills and ability to prioritise. Willingness to learn and do a wide variety of work. Strong research skills and attention to detail. Ability to work independently. Desire to work with external stakeholders in public and private sectors. Strong relationship building skills. Excellent proficiency in both English and Malay Language (written and verbal). Good communication skills.



## **Stakeholder Engagement and Alumni Impact**

### **Job Description**

As a Stakeholder Engagement intern, you would be working closely with the SE team to co-create an ecosystem that enables synergies to innovate education in Malaysia. You would be committed towards cultivating and sustaining a vibrant and collaborative community of leaders across the education ecosystem to empower students in Malaysia. Tasks are based on the team's focus areas, which include but are not limited to:

- **Research:** Work with a Manager to research about stakeholder profiles and regional areas to facilitate engagements and deepen our understanding for meetings with public stakeholders
- **Event management:** Support the delivery of stakeholder engagement events, and team-led events i.e stakeholder learning trips
- **Public Sector Engagement:** Build partnerships and/or collaborations with existing and new public sector stakeholders at federal, state and district levels on matters pertaining to the Teach For Malaysia Fellowship programme and its related operations
- **Advocacy:** Assist in pursuing advocacy-related engagement and public communications for TFM to advocate for SE's priorities and to raise public awareness about issues within Malaysia's education system

You would also be working closely with public sector stakeholders, doing tasks including but not limited to:

- **Strengthen and develop relationships** with federal, state or district public stakeholders through verbal and written communication methods including impactful invitation letters (to events or meetings) and reports as well as through various engagements including events like TFM Week or conferences
- **Develop and maintain the SE Team's database** as well as conduct a stakeholder analysis to identify potential key stakeholders to work with
- **Assist in developing an engagement strategy** for the SE Team in achieving the Team's goals for 2030
- **Lead projects or initiatives** that may include either one of the following, but not limited to:
  - Engagement events like school visits, TFM Week, Appreciation Lunches, movie screenings, conference or exhibition style of events
  - Research on potential partnerships and collaborations with public sector stakeholders
- **Support the team in scheduling and preparing for discussions**, alignment and/or negotiation meetings with the Ministry of Education or any other public sector stakeholders. This includes developing and finalising storyboards and presentation decks, as well as other relevant materials needed (progress reports etc.)
- **Managing the knowledge management systems** of the team knowledge management, mainly note-taking, preparing minutes, updating trackers and the Partnership Development Handbook

### **Pre-Requisites**

Proficient written and spoken communication (English and Bahasa Melayu), excellent attention to detail, proactiveness, strong relationship building skills with a keen interest in stakeholder management and engagement.

## Talent Acquisition

### Job Description

Working closely with an assigned mentor to support **recruitment and selection of talents for Teach For Malaysia Fellowship and various programmes** by:

- **Building partnerships and/or collaboration** with existing and new university-career services centres, student-leaders and organisations through campus recruitment activities, campaigns, career fairs, workshops, training etc.
- **Cultivating candidates** by making phone calls, shadowing coffee chats, supporting presentations in career-preparation or information sessions
- **Leading projects or initiatives** that may include either one of the following, but not limited to:
  - Market research and subsequent recruitment activities
  - Social media marketing, campaign and collaterals
  - Data analysis and selection process support
  - Students, Campus Leader and/or community engagement events
- Ensuring a **smooth & efficient selection process** by:
  - Coordinating and managing phone interview bookings and invitations of candidates to Assessment Centres
  - Propose and execute logistical arrangements for Assessment Centre as the Operation Lead and ensure an engaging & excellent candidate experience
  - Supporting documentation processes for Fellows' employment
  - Matriculating and onboarding candidates, and delivering an excellent candidate experience by:
    - Co-organising engagement events. e.g. Raya Open House, Offeree briefings, Campus leader engagement, etc
    - Producing offeree newsletters

### Pre-Requisites

Strong communication skills; Relationship building skills; Attention to detail and strong proficiency in English & Malay is extremely important; Proficiency in basic computer skills such as performing operations or data analysis on Microsoft Excel is a plus

## Marketing

### Job Description

You'll support how we tell the story of Teach For Malaysia - our mission, our impact and our people, so more will be inspired to join the movement! A Marketing intern can expect to gain experience working on a variety of tasks, such as:

- **Content creation** for TFM's social media platforms, blog and website (ie. stories collection, copywriting, graphic design, video creation)
- **Marketing Campaigns:** Supporting campaign ideation, coordination for implementation and **analytics** to track campaign success
- Supporting **social media platform and website management**
- **Photography and Production:** Supporting with event coverage and (seasonal) coordinating photo or video shoots
- **Media Engagement:** Supporting the pitching and tracking of media coverage

### Pre-Requisites

Excellent English writing skills, creativity and attention to details are important. Strong organisational skills and good communication skills. Experience in graphic design, photography, videography and other marketing skill sets are a plus.



## **Program Duta Guru**

### **Job Description**

As a Program Duta Guru Intern, you will be working closely with the PDG Team which is embarking on a journey to co-create sustainable impact and systemic change in STEM education specifically through strategic partnerships and innovation. Our aim is to develop highly competent and committed STEM teachers who will serve as role models to enhance Higher Order Thinking Skills (HOTS) through STEM education as a foundation to being a competitive nation.

You would be committed to ensure that Teach for Malaysia is able to execute the delivery of Program Duta Guru as the Programme implementer in order to meet our programme goals. Tasks are based on the team's focus areas, which could cover some of the items below:

### **Project Management**

- Assisting with event logistical planning and execution (e.g. National Induction, Regional Training, Care Package initiative, etc.)
- Following up and updating existing project trackers to keep the team on-track
- Leading initiatives to improve the execution of the programme delivery (e.g. designing processes and procedures for Participants, organising social events for Participants, etc.)
- Optimising cost when planning for events of initiatives

### **Stakeholder Engagement**

- Supporting the management of stakeholders in multiple collaborative projects
- Identifying potential partnerships and collaborations with key stakeholders that could benefit the programme delivery (eg. relevant STEM-focused organisations, vendors, etc.)
- Refining the stakeholder processes and mapping to ensure procedure clarity

### **PDG Participants Support**

- Assisting with translation (mainly from English to Malay) of documents and resources for Participants
- Maintaining regular and professional interactions with Participants on all communication platforms (eg. Telegram, Facebook ,email, etc.)

### **Research and Reporting**

- Carrying out simple data analysis (e.g. survey results)
- Exploring new learning tools for training purposes (e.g. Microsoft Teams, etc.)
- Creating learning and progress report to be presented to external stakeholders
- Curating surveys and materials relevant to project needs in order to measure impact

### **Knowledge Management**

- Managing internal team knowledge management systems
- Responsible in note-taking and preparing meeting minutes
- Carrying out data entry would also be required, as part of measures of impact cycle and research projects

### **Pre-Requisites**

Excellent organisational skills and ability to prioritise. Strong research skills and attention to detail. Ability to work independently. Desire to work with external stakeholders in public and private sectors. Strong relationship building skills. Excellent proficiency in both English and Malay Language (written and verbal). Good communication skills.

## **Community Mobilisation**

### **Job Description**

As a new department in TFM, Community Mobilisation supports various projects that expand the organisation's impact in creating systemic change in the education landscape beyond the Fellowship programme. As an intern, your responsibilities are based on the project's focus areas which include but are not limited to:

### **Main Responsibilities**

#### **Project Management**

- To support in the creation and management of project timelines (e.g reporting, implementation periods, etc.)
- To manage key deliverables (e.g meetings, updates, execution of projects, etc.)
- To support and coordinate student recruitment alongside school teachers/members of the community
- To oversee logistical arrangement for groundwork execution (e.g training venue, materials, operations crew support, etc.)
- To support product development/testing and refine projects in line with latest developments
- To support in developing impact measurement strategies such as feedback surveys, pre-tests and post-tests, and focus groups
- To analyse data for impact reporting to stakeholders through progress reports and overall impact reports with further support in improvement research
- To streamline knowledge management of the team through preparing minutes and compiling and organising resources according to their specific project folders

#### **Research Development**

- To research and co-develop new education initiatives that drive TFM's impact to alleviate issues within the local and global education scene
- To take ownership of projects and act as a thought partner who can confidently share critical and creative observations and ideas
- To research new communities, vendors and potential funding to expand our projects

#### **Opportunities Management**

- To act as a touch point in managing and calling out new opportunities that do not directly fall under our existing projects
- To assess the opportunity's impact on beneficiaries, resources and fundraising based on the filtering process, before passing it on for approval
- To ensure the approved opportunities reach the correct team/owners and facilitate the execution if necessary

#### **Stakeholder Engagement**

- To engage with key stakeholders to develop sustainable strategic partnership and maintain good relationships with existing partners
- To organise and occasionally lead external stakeholder meetings
- To work with our vendors in managing expectations and workscopes
- To build, coordinate, update and maintain partnerships with public and private sector stakeholders associated with ongoing projects

#### **Programme Development**

- Support in crafting research proposals with project details such as problem highlights, objectives, product or service design, logistics, timeline and costing overview
- To support in developing and pitching presentations on projects to secure funding (e.g. grants application)

### **Our Current Projects (subject to change)**

#### **Accenture Student Leadership Camp**

- A series of workshops in collaboration with Accenture to develop leadership skills and design thinking capabilities among primary students. Students speak mainly in Bahasa Melayu and will develop a community or coding solution in literacy intervention.

### **Meta We Think Digital**

- A series of workshops in collaboration with Meta (previously Facebook) to cultivate digital literacy and build a generation of responsible digital citizens by providing resources and modules for students to address digital issues

### **Sekolah Enuma**

- A project that aims to provide gamified self-directed learning to underprivileged communities in Malaysia by supporting the children to learn independently without any adult instruction for up to 2 years

### **The Learning Box**

- A program to distribute self-directed learning boxes containing engaging materials to students in limited or zero bandwidth environments by partnering with local teachers to facilitate community based learning

### **Pre-Requisites**

Independent in identifying areas where they can contribute; Strong organisational skills; Able to work collaboratively and independently through online platforms and in-person; Creative and critical thinking when developing and executing ideas; Strong research skills and attention to detail; Excellent proficiency in both BM and English; Good communication skills; Has own laptop

## **Partnership Development (Fundraising)**

### **Job Description**

As a PD (Private) intern, your responsibilities will revolve around supporting Partnership Development's efforts in fundraising through individuals, corporations and foundations, building and strengthening relationships, and connecting partners and supporters with the Teach for Malaysia movement.

### **Main Responsibilities**

#### **Individual giving**

- Support back end donor servicing, i.e., attending to donor queries, reconciling financial data, and providing support on various donation platforms (eWallets, eCommerce, etc.)
- Develop, and manage engagement and stewardship materials for prospects, donors and partners of Teach For Malaysia, e.g., donor newsletter
- Participate and assist in cultivation meetings and fundraising campaigns at Teach For Malaysia
- Support the development and execution of public fundraising strategies (online giving) at Teach For Malaysia
- Uphold function and organisation norms, including: attending team and organisation meetings, participating in knowledge management

#### **Corporations and Foundations**

- Assist in the development of new leads and manage stewardship materials for prospects, partners and supporters of Teach For Malaysia, e.g., research and engage prospects, draft and process letters (permission, thank you, invitation), coordinate opportunities for students, Fellows, Alumni, and any customised engagements
- Assist in donor stewardship packaging and reporting, engagements and any other documentation required
- Participate and assist in cultivation meetings and fundraising campaigns at Teach For Malaysia
- Support the development and execution of fundraising strategies and engagements at Teach For Malaysia when needed
- Support the development of stakeholder mapping and Customer Relationship Management (CRM) platform
- Support back end knowledge management, i.e. managing data for reporting purposes, monitoring delivery of partner requirements
- Uphold function and organisation norms, including: attending team and organisation meetings, and participating in knowledge management

### **Pre-Requisites**

Creative and critical thinking when developing and executing ideas; Strong research skills and attention to detail; Excellent written communication (English and Malay); Good communication and relationship building skills; Organised; Basic knowledge of Microsoft Excel; Proactive.

## General Rule of Thumb as an Intern:

Interns are expected to be flexible and ready to occasionally assist with additional tasks beyond the job description or across functions. Being proactive during this period of internship is a key value that is highly appreciated in this organisation. Above all, approach this internship with an open heart and mindset for learning!