

## Job Description

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<b>Company</b>	:	Yayasan Gamuda
<b>Department</b>	:	Orang Asli Education (OAE)
<b>Job Title</b>	:	Senior Executive
<b>Reports To</b>	:	Head of OA Education

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### ***Job Summary***

This role contributes, supports and executes the development and implementation of a Strengths-Based Education programme for Orang Asli children and youth. Besides a passion to work with the Orang Asli communities on the ground towards social transformation, the job requires a goal-oriented, pro-active, innovative and adaptable person with communication and social development skills, as well as module development, assessment and facilitation skills.

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### ***Key Responsibilities***

1. Contributes to, supports and executes the development and implementation of Toolkit for children and youth
  2. Develops and facilitates resources for strengths-based modules, activities and assessments with the target group
  3. Monitors and conducts ongoing contextual analysis to draw conclusions, and to propose recommendations to achieve results
  4. Supports teachers and assistant teachers in the respective community learning centres to strengthen their facilitation of the Toolkits
  5. Engages and liaises with the target OA community in delivering a targeted and customised Strengths-Based Education Programme
  6. Submits project deliverables and reports in a timely manner
  7. Performs any other responsibilities and OA initiatives, as assigned
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### ***Person Specifications***

Qualifications	:	A Bachelor degree in Education, or relevant field
Experience	:	At least 3-4 years of related experience in the field of education, and/or experience in community engagement, and evaluation and learning development
Specific skills/abilities	:	Project coordination skills, including achieving targets; interpersonal, relationship-building skills; ability to multi-task and work under pressure; problem-solving skills; data and contextual analysis skills; module development and testing skills; facilitation skills; tech-savvy
Personal qualities	:	Principled; goal-oriented; innovative; proactive; resourceful; adaptable; motivated; team player
Other requirements	:	Willing to travel to OA villages; preferably has own transport

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