



## Program Duta Guru Team

### Design and Training Specialist (Associate/ Senior Associate)

“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 Pusat STEM Negara (PSN).

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:** Design and Training Specialist, Associate/ Senior Associate  
**Start Date:** Immediate  
**Employment Type:** Full time, 1-Year Contract  
**Location:** Kuala Lumpur, Malaysia

### **OBJECTIVE OF THE ROLE**

The Design and Training Specialist focuses on facilitating knowledge, skills and mindsets required throughout the two-year PDG Program. This includes planning, facilitating and monitoring the delivery of the PDG Curriculum in alignment with the PDG mission 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, in particular for the underprivileged.

The individual works with other Design and Training Specialists, Program Coordinators and external stakeholders to design and deliver both pedagogical and leadership development modules in the PDG Curriculum.

### **MISSION FOR THE ROLE**

- Support participants in internalising and realising the PDG vision and mission
- Co-create and continuously improve PDG Curriculum with teachers and various stakeholders
- Liaise with internal and external trainers to facilitate delivery of the PDG Curriculum
- Monitor effectiveness of the PDG Curriculum

### **DUTIES AND RESPONSIBILITIES**

Responsibilities include but are not limited to the following:

#### **Co-create and continuously improve PDG Curriculum with teachers and various stakeholders (PLAN)**

- Co-create and improve the Leadership Development (LD) blended modules that will support participants' leadership development during the 2 year program
- Co-create and improve the Teacher Development (TD) blended modules that will support participants' pedagogical development during the 2 year program
- Design virtual and in-person learning structures and experiences
- Conduct or participate in regular in-house training of the content with other Design and Training Specialists and Coaching and Support Team

#### **Liaise with internal and external trainers to facilitate delivery of the PDG Curriculum (DO)**

- Liaise with internal and external trainers to deliver virtual and in-person blended learning modules
- Coordinate and collaborate with the Operations and Coaching & Support Team ensure the delivery of regional training events
- To work closely with Program Coordinators to contextualize blended learning modules for different regions

#### **Monitor effectiveness of the PDG Curriculum (REVIEW)**

- Evaluate participants' learning experiences in accordance with the MEL indicators, e.g. attendance, satisfaction and deliverables submission rate
- Conduct or participate in regular review processes, e.g. team stepback, OCS process
- Analyze data collected from participants with the Coaching & Support Team and provide input in improving the program

## **KEY MEASURES OF SUCCESS**

- **Participants' loyalty (NPS) and satisfaction (CSAT)** of training content and delivery.
- **Participants' development and growth in teacher competencies**, including elements of Participants' teaching and leadership development, and collegial relationship among Participants and with the organisation.
- **Programme delivery completion**, including delivery of regional and national training.
- **Satisfaction (CSAT) and loyalty (NPS) of educational stakeholders** (e.g. school leadership, SISC+, TPU).
- **Early evidence of improved student outcomes** as a result of participant development

## **REQUIRED COMPETENCIES**

### **Role-Specific Competencies**

- Passion for Program Duta Guru's mission and the movement, with a desire to operate within the Teach For Malaysia's Core Values
- Outcome-oriented, with the ability to change plans while still achieving the impact desired
- Possess the mindset of collective leadership, with strong desire to co-create programs with various teachers and stakeholders
- Strong and engaging session facilitation practices
- Ability to identify training & support needs
- Clear, confident and emotionally engaging as a communicator
- Experience and enthusiasm working with a team and creating a collegial atmosphere with Program Duta Guru Coaches and participants.
- Proactive self-starter with the ability to manage multiple streams of work, and independently prioritise tasks
- Must be able to travel independently between multiple work sites in other regions, if necessary.

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

- At least 2 years experience of working in education sector, preferably public education system
- Prior experience in designing and facilitating training sessions for educators

### **Leadership Experience & Team Adaptability**

- Ability to be adaptable in an entrepreneurial, fast-paced, achievement-oriented environment
- Highly adaptable and work effectively in an entrepreneurial, fast-paced, deadline-driven, collaborative and VUCA (volatile, uncertain, challenging and ambiguous) environment
- Demonstrate exceptional relationship-building skills in order to establish effective working relationships with people of all working styles, backgrounds and industry-experience to form a highly functional team
- Able to think strategically, critically, innovatively, and in a resourceful manner
- Able to build and maintain good relationships with internal and external stakeholders
- Strong desire to learn new things and grow professionally

### **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, Excel and Google Suite
- Willing and able to readily adopt and utilise 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.*