



# Programme Coordinator

## 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 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:** Program Duta Guru, Programme Coordinator  
**Start Date:** Immediate  
**Employment Type:** Full-time, 1 Year contract (renewable)  
**Location:** To be confirmed

### Objective

The Programme Coordinator ensures that the delivery of Program Duta Guru (PDG) is effective in the regional context, and collaborates with other Programme Coordinators to deliver an aligned programme in the national context. They serve as a critical lever in the alignment and development of Participants and Pembimbing Duta Guru in their respective zones.

Effectively the regional manager of a national programme, the Programme Coordinator oversees the delivery of regional events, co-creates the regional and national culture and acts as the local liaison for engaging stakeholders in the region. The Programme Coordinator also works with Pembimbing Duta Guru to provide individualised support to a group of PDG participants within their particular zone through in-person and virtual interactions.

In this role, the Programme Coordinator will collaborate with other Program Duta Guru Team members to deliver national events, and iteratively improve the programme in order to achieve desired programme and Participant outcomes. Through the programme, Participants are provided with the tools and experiences to develop a life-long commitment to STEM in education both inside and outside the classroom.

Additionally, the Programme Coordinator works with other Programme Coordinators to identify the professional development needs of the Participants and Pembimbing Duta Guru. As part of the national Program Duta Guru Team, Programme Coordinators share and learn best practices to ensure that the programme is delivered across all zones in an aligned way, while meeting the needs of the regional context.

### Key Measures of Success

- **Participants' loyalty (NPS) and satisfaction (CSAT)** of training and personalised support, and regional team's support and responsiveness to Participants,
- **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 individualised ongoing support, regional and national training.
- **Satisfaction (CSAT) and loyalty (NPS) of educational stakeholders** (e.g. school leadership, SISC+, TPU).

### Duties and Responsibilities

The following are the duties and responsibilities of Programme Coordinators -

**Work with Pembimbing Duta Guru in the same zone and other members of the Program Duta Guru Team to achieve programme outcomes -**

- Directly and in collaboration with MOE talent (e.g. SISC+/ TPU), ensure that Participants in the designated zone have access to individualised support and coaching
- Deliver training and support activities (PLCs, coaching and workshops)
- Develop and support a collaborative learning culture in the zone
- Monitor, track and record progress of Participants
- Analyze data on Participant impact

### **Partner with educational stakeholders in the zone -**

- Build and develop relationships with school (i.e. Principals), state and district government and relevant stakeholders to support Participants' development
- Build relationships with local education partners and regional private sector to support the development of Participants and/or Pembimbing Duta Guru
- Oversee necessary administrative procedures required by the MOE

### **Required Competencies**

- Passion for Teach For Malaysia's mission and the movement, with a desire to operate within the Teach For Malaysia's Core Values
- Deep belief in Program Duta Guru's long term mission and desire to develop the team and Participants towards meeting that vision
- Clear and confident, and emotionally engaging communicator both in writing and verbally
- Highly adaptable and work effectively in an entrepreneurial, fast-paced, deadline-driven, collaborative and VUCA (volatile, uncertain, challenging and ambiguous) environment
- Growth mindset for self and others – a belief that with continuous reflective practice and effort, all can improve and progress
- Ability to further develop existing adult facilitation skills and recognise the intricacies of developing adult leaders
- Strong data and contextual analysis skills to draw accurate conclusions and guide actions
- Understanding of principles of teaching and learning, pupil progression, and classroom leadership
- Creativity in identifying solutions/strategies in tackling issues/challenges that arise within the region
- Ability to work effectively with others
  - 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
  - Ability to manage a team that works remotely and maintain strong team culture
- Strong proficiency in MS Office and G Suite platforms
- Strong proficiency in the Bahasa Malaysia language
- Must be able to travel independently between multiple work sites in other regions, if necessary.

### **Who should consider this role**

- 2-4 years working experience with a Bachelor's degree (in any field)
- At least 2 years classroom practice
- Experience in coaching/ mentoring teachers and facilitating training sessions is an added advantage
- Experience in STEM education, and understanding of the latest national and global trends in HOTS, STEM education and the STEM industry is an added advantage

## 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.*