



About the Organisation

Edvolution is a social enterprise that works closely with the Ministry of Education and corporate partners to transform the education landscape through data-driven solutions. Our mission is to mobilise transformative leaders, competent educators and effective community builders to bring about lasting improvement to Malaysia's education system.

Our solutions include customised leadership programmes, curriculum development, teacher training and community empowerment. We integrate business leadership and management principles into our key activities to drive innovation and improvement in the education landscape. As a social enterprise, we also work with corporate clients, and reinvest our profits into community projects to benefit students, parents, and teachers.

Since 2017, we have provided training to 130 education officers, who in turn have mentored over 560 school leaders and 1,400 teachers in 140 schools nationwide, to impact roughly 42,000 students. As a diverse team of passionate changemakers, we are always looking for growth-oriented, purpose-driven individuals to join our team — to grow and lead change within society whether in small or big ways!

Our Core Values

- **Collaboration** — We build effective, professional relationships within and across sectors.
- **Humility** — We demonstrate integrity, respect and a strong team spirit in our work.
- **Empowerment** — We create opportunities to empower others to reach their best potential.
- **Excellence** — We envision and strive for ambitious change in the systems and communities we engage.
- **Resilience** — We adapt to change and stay informed of the latest findings and methods for education.

Role: Education Designer (Senior Associate)
Start Date: Immediate
Employment Type: Full time, 1-year contract (renewable)
Location: Kuala Lumpur

Edvolution Enterprise is seeking a dedicated and skilled **Education Designer (Senior Associate)** who is passionate about our mission and our work to join our **Educators Leadership Development** team.

You will play a crucial role in ensuring seamless delivery of learning content across various digital platforms, prioritising exceptional learner experiences. Responsibilities include creating engaging content for Learning Management Systems (LMS), integrating innovative features, and fostering a vibrant learning community for educators and district-level officers. Success in this role is marked by dynamic and relevant content, enhanced user experiences, active community engagement, insightful analytics, alignment with emerging educational trends, and adept project coordination.

You will be based in Kuala Lumpur (hybrid work arrangement). There will be occasional work on weekends or after hours for training programmes or to meet urgent deadlines.

Responsibilities

1) LMS Development

- Create diverse forms of content for the LMS through collaboration with cross-functional project teams and subject matter experts.
- Engage LMS developers to integrate innovative features and functions to enhance learner experience. Conduct user testings for continuous improvement.
- Stay updated on emerging technologies, pedagogical, and leadership trends to optimise LMS efficiency and alignment with current advancements as well educational needs.
- Manage and coordinate various projects, including LMS content creation, system updates, and learner engagement initiatives. Ensure clear project timelines, track progress, and oversee timely deliverables completion.

2) LMS Management

- Oversee LMS administration, maintenance, and optimization.
- Collaborate with cross-functional team members to ensure the timely and accurate uploading of learning content into the LMS.
- Manage learners' access, permissions, and troubleshoot any technical issues related to the LMS to ensure a smooth learning experience for all participants.
- Utilise LMS analytics to assess engagement, completion rates, content effectiveness. Generate reports and insights for continuous improvement.

3) Learners' Engagement

- Provide prompt and effective learner support by addressing queries, troubleshooting issues, and guiding learners through technical aspects of the LMS.
- Foster a sense of community and engagement among LMS learners by facilitating discussions, forums, and interactive activities.
- Collaborate with stakeholders to gather feedback from learners, instructors, and administrators, using this input to drive iterative improvements to the LMS platform.

Requirements

1) Knowledge and Skills

- 3 to 5 years of working experience in developing and delivering engaging educational and training content for teachers and students, and managing LMS platforms – including content upload and learner management.
- Academic background in Social Sciences, Education, Instructional Design, Information Technology or a related field is preferred.
- Strong understanding of the Malaysian education system and syllabus.
- Have a high interest in and passion for education.
- Fluent in English and Malay – verbal and written.
- Proficient in using Microsoft Excel, Microsoft PowerPoint, Google Sheet, and Google Slides, and other digital tools for education.

2) Ethically and Quality Driven

- Excellent organisational skills and ability to handle multiple tasks.
- Strong attention to detail.
- KPI or impact driven.
- Data-oriented.

3) Respectful and Collaborative

- Ability to work in a team environment, but also work independently in a proactive, self-directed fashion when needed.
- Not ashamed to seek help and provide help to team members when needed.
- Have high ownership of the tasks and involve key team members when needed.

4) Learning Oriented

- A fast learner with high initiative to learn from all internal departments / experts with minimal guidance.
- Resourceful to identify solutions to problems independently.
- Self-motivated and proactive in staying updated with industry trends and LMS advancements.
- Ability to quickly learn new software or applications.
- Display high initiative to learn to deepen understanding of the work.
- Resilient to meet the expectations / intended outcome of the project.
- Welcomes feedback and translates it into action.

Revolutionise education with us!

1. Please complete the application form at <https://surveymonkey.com/r/EEApplication>.
2. Once you have completed the form, send an email to careers@myedvolution.com to inform the recruitment team.