



## TFM Fellowship Team

### Monitoring, Evaluation and Learning Manager

“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.

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 through quality education**

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.

**Role:** Monitoring, Evaluation and Learning (Fellowship Team), Manager  
**Start Date:** Immediate  
**Employment Type:** Full time, 1-Year Contract (Renewable)  
**Location:** Kuala Lumpur, Malaysia

### **OBJECTIVE OF THE ROLE**

The Monitoring, Evaluation, and Learning (“MEL”) Manager ensures that the Fellowship Team collects the right data and analyses them critically to articulate TFM’s impact and make data-informed decisions that maximise the impact of the programme and organisation and inspire others to work with us in driving change.

### **MISSION FOR THE ROLE**

The role will focus on the evaluation of TFM’s programs and operations through robust quantitative and qualitative measurement activities. This role works collaboratively with several functions to support continuous improvement based on evidence-informed decision making via data collection, analysis and results sharing.

The MEL Manager plays a key role in communication of both the state of education inequity in Malaysia and TFM’s impact in addressing this inequity. The role also aligns to the wider organisation strategy (Strategy 2030) through the use of available evidence.

### **DUTIES AND RESPONSIBILITIES**

Responsibilities include but are not limited to the following:

#### **Monitoring and Evaluating Impact**

- Collect, analyse and visualise data for the Fellowship Team using tools such as Form Assembly, Google Workspace, Power BI and Salesforce
- Review existing MEL frameworks on an annual basis and propose revisions where necessary, and develop MEL framework for new pathways
- Ensure alignment of MEL systems and processes across the Fellowship Team, i.e. Training and Support, Talent Acquisition and Alumni Impact
- Work with all organisational functions to understand the data needs of Teach For Malaysia, and the expectations of our key stakeholders
- Work with various programme teams in the organisation to ensure impact measures are effectively implemented and reviewed when necessary

#### **Creating a data-driven culture in Teach For Malaysia**

- Facilitate cross-functional learning spaces and experiences to build capacity of internal staff to meaningfully use data in their work
- Onboard, train, coach and support staff members to effectively utilize MEL systems and processes
- Support the Fellowship Leadership Team in OKR management by ensuring that OKRs are thoughtfully developed and progress is meaningfully captured
- Contribute to organizational learning through the design of procedures, processes, and systems to encourage and facilitate more effective sharing of programme impact, approaches and lessons learned throughout the organization
- Conduct an ongoing analysis and using data insights to recommend and contribute to the strengthening of existing programmes and creation of future programmes

#### **Communicating Teach For Malaysia’s Impact**

- Communicate the impact of the Fellowship Programme internally and externally using appropriate tools and platforms
- Design and formulate annual impact reports for the organisation
- Coordinate impact-related studies with the Research, Design and Impact Team and external researchers

- Ensure the integrity of the data that is shared and that it is of high credibility for TFM's stakeholders
- Empower other functions in Teach For Malaysia to analyse and package data, generating insights that influence programmatic decisions and can be shared with external stakeholders

### **KEY MEASURES OF SUCCESS**

- **Ongoing data collection, analysis and reporting** for the Fellowship Team in order to drive learning across different workstreams and functions
- **Internal capacity-building** of staff members to be able to effectively utilize MEL systems and processes
- **Facilitation of cross-functional learning spaces** to create a data-driven culture in Teach For Malaysia

### **REQUIRED COMPETENCIES**

- Aligned to TFM Core Values: Sense of Possibility, Excellence, Collaboration & Integrity
- Passion for TFM's mission, the education field, and developing people's potential
- Proactive self-starter with the ability to manage multiple streams of work, and independently prioritise tasks
- Strong desire to learn new things and grow professionally

### **Role-Specific Competencies**

- Skills in monitoring, evaluation and learning methods; including significant knowledge of international best practices and experience with M&E frameworks, feedback, and learning processes;
- Understanding of student impact and outcome measures in the Malaysian education context including academic, personal and experience-based measures
- Experience in knowledge management and data analysis with a solid grasp of methodologies
- Understanding of and interest in the Malaysian education system and social conditions
- Strong data and contextual analysis skills to draw accurate conclusions and guide actions. This includes strong numerical, analytical and qualitative analysis skills

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

- At least 4 years experience in MEL related fields
- Bachelor's Degree and/or masters degree in MEL related fields is an added advantage

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

- Ability to be adaptable in an entrepreneurial, fast-paced, and dynamic environment
- Strong interpersonal skills and ability to work collaboratively with all levels of employees and stakeholders
- Able to think strategically, critically, innovatively, and in a resourceful manner
- Able to build and maintain good relationships with internal and external stakeholders

### **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 and Excel
- 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.*