

## “Excellent Schools begin with Excellent Leaders”

### Administrative & Programme Associate Job Description



PEMIMPIN GSL is an organisation that provides high quality, evidence-based leadership training for teachers and school leaders from government schools in Malaysia. We believe that excellent schools begin with excellent leaders and we strive to provide strong leadership development training to help educators improve their lessons, build their leadership skills and improve educational outcomes for all students.

PEMIMPIN GSL conducts four main programmes specifically designed to meet the needs of school leaders, middle leaders and teacher leaders. Since 2017, we have worked and are working with 1,890 schools from all over Malaysia and over 3,300 teachers. PEMIMPIN GSL is a team of 15 individuals from diverse backgrounds and is currently looking for like-minded team members to help us realise our mission of high quality leadership training for schools all over Malaysia.

For more information on PEMIMPIN, please visit [pemimpingsl.org](http://pemimpingsl.org). PEMIMPIN GSL is also part of the Global School Leaders (GSL) network with partners in India, Indonesia, Brazil, and Kenya, working to strengthen leadership across schools in the Global South. For more information about GSL, please visit [globalschoolleaders.org](http://globalschoolleaders.org).



**Role:** Administrative & Programme Associate

**Start Date:** Immediate

**Employment Type:** Contract

**Location:** Kuala Lumpur, Malaysia

### **Duties and Responsibilities**

Responsibilities include but are not limited to the following:

#### **Organisational Support**

Support the growth and development of the organisation including, but not limited to overseeing all administrative matters of PEMIMPIN GSL. Works with the Manager(s) and CEO to:

- Ensure administrative processes including accounting, expenditures and claims, benefits, and inventory are completed monthly in an organised manner.
- Co-develop operational management systems, processes and best practices.
- Ensure statutory payments as well as staff salaries are dispersed in an organised manner within the stipulated time frame every month.
- Work with the accountant to manage, keep and update records every month.
- Prepare quarterly financial spending including examining cash flow as directed by the Manager(s) and/or the CEO.
- Work closely with audit and tax firms every year to ensure the audit process is carried out in order.
- Carry out clerical duties of the organisation including working with Manager(s) and/or the CEO to manage schedules, meetings, documentations and events.

#### **Human Resource Support**

Work with the Manager(s) and CEO to:

- Execute hiring plans such as preparing job descriptions, managing applicants and job postings on various hiring platforms.
- Prepare documentation for employees such as employment contracts.
- Implement effective onboarding plans for all new employees.
- Manage a HR Solution Software to ensure all employee-related records are maintained and updated accordingly.

#### **Programme**

Assist programme team to deliver PEMIMPIN GSL's programmes. Work with Organisation Leads and Programme Manager(s) to:

- Manage programme logistics according to deadlines and within budget.
- Deliver workshops to school leaders.
- Facilitate Professional Learning Communities (PLC) with school leaders.
- Co-manage school leaders to ensure continuous participation in the programme and continuous improvement in respective schools .
- Co-develop customised and contextualised content which are catered to the needs of school leaders in various school contexts in Malaysia.
- Execute any assigned tasks by Organisation Leads and Programme Manager.



### **Required Competencies**

- Passion for PEMIMPIN GSL's mission and the movement, with a desire to operate within PEMIMPIN GSL's vision and values.
- Ability to communicate ideas effectively and critically, both verbally and in writing (Bahasa Melayu and English).
- Work collaboratively in a team environment and is adaptable to working efficiently in a fast-paced and deadline-driven environment.
- Strong proficiency in Microsoft Office and Google Workspace platforms.

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

- A degree holder (any field) with 2 to 3 years working experience. In lieu of a degree, 4 or more years of experience with a diploma can be considered.
- Experience in overseeing administrative matters of a social enterprise would be an added advantage.
- Experience in handling audits, HR matters and overall organisational support would be an added advantage.
- Experience in teaching/training would be an added advantage.
- Experience in non-profit organisations or social sectors would be an added advantage.

### **Application:**

To apply, please send a latest Resume and Cover Letter in an email titled "**JOB APPLICATION FOR ADMIN & PROGRAM ASSOCIATE [NAME]**" to [admin@pemimpingsl.org](mailto:admin@pemimpingsl.org)