



## Finance & Operations Recruitment Specialist

“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 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.

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.

**Role:** Recruitment Specialist  
**Start Date:** Immediate  
**Employment Type:** Full-time, 1-Year Contract (Renewable)  
**Location:** Kuala Lumpur, Malaysia

## OBJECTIVE OF THE ROLE

The Recruitment Specialist plays a critical role in identifying, recruiting, and selecting Malaysia's most promising future leaders, locally and globally, of all academic disciplines and career interests to join the staff team at Teach For Malaysia. By taking up this role, you have the opportunity to use your skills to create tangible impact in the lives of students in Malaysia and experiences for one of TFM's biggest pride - our talent.

## KEY MEASURES OF SUCCESS

- **Measure 1** - Number of Staff recruited who are confirmed
- **Measure 2** - Quality and diversity of Staff who are confirmed
- **Measure 3** - Number of high-potential candidates engaged at the sourcing stage
- **Measure 4** - Number of strategic university and non-university partners who maintain a strong conviction in our mission.

## DUTIES AND RESPONSIBILITIES

Responsibilities include but are not limited to the following:

### Staff Recruitment

- Set ambitious recruitment goals, and drive university campus-based and virtual activities to achieve them.
- Identifying, building, and managing relationships with universities, non-university partners, and student-led organisations locally and abroad.
- Represent Teach For Malaysia to potential candidates professionally and convincingly.
- Deliver recruitment pitches and campaigns at targeted universities and other talent pools to ensure Teach For Malaysia fills its required vacancies with top quality candidates.
- Leverage on social media marketing and communication platforms to increase brand awareness and recruitment opportunities.
- Design, plan and execute effective recruitment events, campaigns and marketing strategies to influence campus environment (e.g. careers fairs, recruitment trips).
- Design, plan and executive recruitment strategies through networking and virtual platforms (e.g. referral campaigns, LinkedIn, webinars, etc).
- Efficiently using tracking systems to analyse and determine the effectiveness of campaign strategy and execution.
- Provide support to the organisation's mission through activities such as conducting relevant research, tracking all aspects of campaign progress, participating in cross-functional working groups, maintaining databases and coordinating travel.

### Staff Selection, Matriculation & Placement

- Execute efficient and effective selection processes, including application review, interview and assessment centre.
- Manage the applicant tracking system and other platforms & tools.
- Analyse and use selection data and trends to improve work in selection and create a strong feedback loop to support our recruitment and sourcing efforts.
- Deliver an inspiring candidate experience while providing candidates with support throughout the Selection process and until candidates begin their journey as Staff.

### **Early Engagement**

- Build and cultivate relationships with university student and talent organisations locally (public and private universities) and abroad (especially in the US, Canada, the UK, Australia and New Zealand where there is a large Malaysian student population) to raise awareness of educational inequity in Malaysia.
- Design, plan and deliver workshops and training sessions with university student organisations locally and abroad as an early cultivation strategy.

### **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: believes deeply in the importance of inspiring/investing external people in our mission, and has high expectations for how Teach For Malaysia is viewed by external constituents.
- 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**

- Strong verbal and written communication skills in English and Bahasa Malaysia: can speak and deliver compelling pitches, workshops and info sessions about our organisation, mission and vision.
- Skills, interest and aptitude for conducting interviews and assessment.
- Proven ability to build and maintain good relationships with internal and external stakeholders.
- High degree of adaptability: ability to quickly adjust in a fast-paced, dynamic, and Volatile, Uncertain, Challenging, Ambiguous (VUCA) environment.
- Able to think strategically, creatively, innovatively, and in a resourceful manner.
- Analytical mindset: Able to analyse, apply and translate recruitment and selection data into implementable strategies and actions plan.
- Tech-savvy: Has knowledge of or willing to learn on how to build, develop, manage and maintain knowledge management systems, analytics dashboards and customer relationships management softwares (including but not limited to Google Workspace, Salesforce, Power BI, Google Data Studio, and Atlassian Confluence).
- Strong organisational skills and detail orientation.
- Willing to travel, as well as working over unconventional hours (e.g. weekends or nights for recruitment & selection events or calls with candidates in different time zones).

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

- Minimum Bachelor's Degree in any discipline. Fresh graduates may apply.
- Experience recruitment & selection is not required but will be an added advantage.
- Knowledge and network with the Malaysian students and working professionals in the United States, Canada, the United Kingdom, Australia and/or New Zealand is not required but will be 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.*