

PEMIMPIN

“Excellent Schools begin with Excellent Leaders”

Advocacy Initiatives Associate Job Description



The PEMIMPIN Team.

About PEMIMPIN

At PEMIMPIN, we believe that teachers are central to unlocking every learner's potential and achieving the United Nations' Sustainable Development Goal (SDG) 4 for inclusive, equitable, and quality education for all. We do this by strengthening leadership in schools across Malaysia by focussing on teacher development and positioning teachers as essential leaders. Through our programs, we empower teachers with the skills, knowledge, and networks needed to excel while elevating the teaching profession.

Our strategy unfolds in ascending levels of impact: personalised support, scalable resources, and systemic change. These lead to three key program pillars: The Fellowship, Educational Technology, and Prize Initiatives. Since 2017, PEMIMPIN has indirectly impacted approximately 1.3 million students, contributing to closing education gaps and creating brighter futures for every child in Malaysia. To learn more about us, please visit pemimpingsl.org, malaysiateacherprize.org, and ladapplus.org.

PEMIMPIN 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.

About Partnerships

Partnerships at PEMIMPIN play a crucial role in building strong relationships with key stakeholders - within and beyond the education ecosystem. Through strategic collaborations, we create opportunities to enhance educational initiatives, expand our impact, and drive meaningful change in schools across Malaysia. Our approach focuses on stakeholder engagement, research driven partnership development, and continuous relationship building. By fostering collaborations through meetings, events, and joint initiatives, we ensure sustainable and impactful engagement. We track partnership outcomes and leverage data insights to refine strategies, ensuring alignment with our mission to support school leaders across Malaysia.

Role : Associate (*One Position Available*)
Start Date : March / April 2025
Employment Type : Full time, Fixed Term Contract Ending December 2025
(*renewable*)
Location : Kuala Lumpur, Malaysia

About the Role

The position is full-time and requires working in our Kuala Lumpur office at least three days per week. As an Associate, you will be part of the Partnerships team, responsible for supporting the coordination of education advocacy initiative efforts to strengthen public engagements with education institutions, funders, policymakers, and other key partners. The individual must at all times ensure effective coordination of partnership initiatives, maintain strong relationships with stakeholders, and support the development of strategic collaborations. This role involves conducting research to identify opportunities, managing relevant documentation to enhance engagement efforts, and tracking and analysing partnership outcomes. The Associate reports to the Director of Partnerships and Executive Director.

Duties and Responsibilities

Responsibilities include but are not limited to the following:

Advocacy Events and Public Engagement

Work with the Director of Partnerships and Executive Director to:

- Plan and execute advocacy events such as educational podcasts, report launches, roundtables, and focus groups to amplify key education issues.
- Coordinate logistics and documentations and outreach efforts such as writing and disseminating press releases, articles or multimedia to ensure impactful advocacy events.
- Work with Strategic Communications and Pillar teams to produce advocacy materials and disseminate key messages through various channels, including media and social media.
- Develop and maintain an advocacy event calendar to ensure timely planning, coordination, and execution of key initiatives.
- Foster collaborations with external partners and media liaisons to expand the reach and effectiveness of advocacy initiatives.
- Develop post-event reports, articles and key insights to document learnings, measure outcomes, and inform future advocacy strategies.
- Execute any assigned tasks by the Director of Partnerships and the Executive Director.

Education Research and Policy Analysis

Work with the Director of Partnerships and Executive Director to:

- Conduct research on the education landscape in Malaysia to identify gaps, challenges, and opportunities for advocacy efforts.
- Assist the development of concept notes, reports, and position papers to support policy recommendations and advocacy initiatives.
- Follow, track and analyse education policy developments, stakeholder positions, and trends in education regularly to provide timely insights and inform organisational strategy.
- Coordinate collaboration with researchers, academic institutions, and education stakeholders to enhance research initiatives and data collection.
- Execute any assigned tasks by the Director of Partnerships and the Executive Director.

Stakeholder Engagement & Coordination

Work with the Director of Partnerships and Executive Director to:

- Coordinate the scheduling and subsequent execution of meetings with key stakeholders, including education institutions, funders, and policymakers.
- Liaise with media liaisons to share information, press releases, articles, or multimedia information to support advocacy initiatives.
- Handle administrative processes related to partnerships, such as meeting notes, presentation and documentation preparations, track and follow up on action points to support successful discussion.
- Maintain relationships with key decision makers, advocacy partners, and community leaders to foster collaboration by coordinating communication with these stakeholders.
- Support the engagement of stakeholders during external meetings, conferences, and forums to advance its advocacy objectives.
- Execute any assigned tasks by the Director of Partnerships and the Executive Director.

Required Competencies

- Passion for PEMIMPIN's mission and the movement, with a desire to operate within PEMIMPIN's vision and values.
- Ability to communicate ideas effectively and critically, both verbally and in writing in Bahasa Melayu and English.
- Ability to conduct in-depth research, analyse education policies, and translate findings into advocacy materials, reports, and recommendations.
- Excellent organisational and project management skills to coordinate advocacy events, stakeholder meetings, and public engagement initiatives.
- Strong media relations skills to produce press releases and coordinate and manage relationships between media, stakeholders and the general public.
- Adaptability and teamwork to collaborate effectively in a fast-paced, deadline-driven environment, working across different teams to drive advocacy goals.
- Strong proficiency in Google Workspace platforms.

Who should consider this role

- A Bachelor's degree in any field with at least 2 years of relevant work experience in partnership management, stakeholder engagement, advocacy or related fields.
- Proven experience in organising events, programmes or activities, including from co-curricular, volunteer or student-led initiatives.
- Prior experience as an educator, tutor, mentor or facilitator is highly desirable.
- Strong ability to build and maintain relationships with diverse stakeholders, including funders, policymakers, and education institutions.
- Prior experience in education-related advocacy, research, or programme implementation is highly desirable.
- Experience in copywriting and media engagement and coordination is an added advantage.
- Experience in non-profit organisations or social sectors is an added advantage.

Application

To apply for this position, please fill in this application form: bit.ly/PEMIMPIN_GrowWithUs

For more information or any enquiries about the position, please email admin@pemimpingsl.org