

# PEMIMPIN

“Excellent Schools begin with Excellent Leaders”

## Monitoring, Evaluation and Learning (MEL)

### 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](http://pemimpingsl.org), [malaysiateacherprize.org](http://malaysiateacherprize.org) and [ladapplus.org](http://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](http://globalschoolleaders.org).

## **About Operations**

Operations at PEMIMPIN is the backbone of the organisation, ensuring seamless execution of processes that support efficiency, compliance, and overall effectiveness as we work towards achieving our mission to strengthen leadership in schools. The Operations team oversees key functions such as finance, human resources, procurement, logistics, data management and knowledge management within the organisation to enable smooth internal coordination and resource management. By implementing policies, optimizing workflows, and maintaining high operational standards, Operations ensures that all pillars, programs and initiatives run efficiently. Through strong systems and strategic planning, the Operations team enhances organisational performance and fosters a productive work environment.

**Role** : Associate (*One Position Available*)  
**Start Date** : 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 Operations team, responsible for developing, implementing, and managing Monitoring, Evaluation, and Learning (MEL) processes, workflows and data tracking and management to enhance program impact and organisational decision-making. The individual must at all times ensure effective data collection, analysis, and reporting, establish and maintain data management workflows, and contribute to developing a strong culture of learning by identifying best practices and opportunities for program improvements based on research and data insights. The Associate reports to Director of Operations and Executive Director.

### **Duties and Responsibilities**

Responsibilities include but are not limited to the following:

#### **Data Management Workflow Development**

Working with the Director of Operations and Executive Director to:

- Set up a streamlined data collection process and data tracking template to coordinate all organisational and pillar programs by designing and implementing data collection frameworks, ensuring alignment with MEL and organisational objectives.
- Develop templates and data tracking instruments to ensure data accuracy, consistency, and ethical handling of sensitive information.
- Collate programmatic data to develop an organisation-wide data repository to inform impact, progress, and strategic decision making.
- Ensure proper documentation and storage of MEL-related data, reports, and processes for easy retrieval and long term reference.
- Execute any assigned tasks by the Director of Operations and the Executive Director.

#### **Data Analysis, Visualisation and Reporting**

Working with the Director of Operations and Executive Director to:

- Analyse and interpret all organisational and program data to generate insights that inform strategic decision-making.
- Develop data visualisation tools such as dashboards, reports, and infographics to communicate findings effectively.
- Coordinate the development of reports, including periodic program reports and the organisation's annual impact report.
- Set up and standardise data reporting formats to ensure consistency across all pillars by creating standard operating procedures (SOP) for reporting and ensure its implementation.
- Ensure data integrity by regularly validating, cleaning, and updating datasets to maintain accuracy and reliability.
- Execute any assigned tasks by the Director of Operations and the Executive Director.

## **Learning Opportunities Identification**

Working with the Director of Operations and Executive Director to:

- Conduct research on Malaysia's education landscape and align with MEL findings, focusing on school leadership and other relevant areas aligned with the organisation's mission.
- Synthesise organisational and program findings into actionable steps and recommendations to improve effectiveness.
- Establish and implement best practices for MEL and onboard program team members to foster a culture of continuous learning and improvement within the organisation.
- Research and recommend best practices in operations and organisational efficiency to enhance workflows and optimise internal processes.
- Facilitate knowledge-sharing sessions within the organisation to ensure team members stay updated on best practices, trends, and internal learnings.
- Attend sessions and exchange information with Global School Leaders (GSL) Partners and cascade learnings back to team members.
- Execute any assigned tasks by the Director of Operations 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 (Bahasa Melayu and English).
- Work collaboratively in a team environment and is adaptable to working efficiently in a fast-paced and deadline-driven environment.
- Ability to conduct research, synthesise findings, and identify learning opportunities to enhance pillars effectiveness and organisational impact.
- Proficiency in data collection and management, ensuring accuracy, consistency, and ethical handling of sensitive information.
- Strong proficiency in data visualisation softwares such as Tableau, PowerBI and equivalent.
- 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 related fields.
- Experience in data visualisation tools and designing and implementing data collection frameworks, analysis, and reporting to support organisational decision-making.
- Strong analytical and problem-solving skills with the ability to translate complex data into actionable recommendations and comprehensive reports.
- Experience in handling both qualitative and quantitative data and using them in supporting organisational objectives would be an advantage.
- Experience in producing reports and annual reports would be an 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 for this position, please fill in this application form: [bit.ly/PEMIMPIN\\_GrowWithUs](https://bit.ly/PEMIMPIN_GrowWithUs)

For more information or any enquiries about the position, please email [admin@pemimpingsl.org](mailto:admin@pemimpingsl.org)