

# PEMIMPIN

“Excellent Schools begin with Excellent Leaders”

## Special Programs Development (Fellowship) Associate Job Description



*LEAD Cohort 4 Graduation.*

### **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 The Fellowships Pillar**

When PEMIMPIN was founded in 2017, our core offering was the school leadership program. Since then, multiple leadership programs have been developed and run successfully, all of which formed PEMIMPIN's current Fellowships Pillar. PEMIMPIN offers Fellowships programs to school leaders, middle leaders and teacher leaders. These Fellowships programs aim to support teachers in their leadership positions, keeping in focus three key areas: understanding school contexts, building and growing teams, and managing instructional programs. All Fellowships programs are contextualised to the demographics of each cohort of teachers we work with. The Fellowships programs provide structured leadership training, and a strong leadership community to empower school and teacher leaders in addressing their challenges while enhancing student outcomes.

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

### **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 Fellowships team, involved in supporting the research, conception and development of new Fellowships programs in PEMIMPIN. The individual must ensure that programs planned are effectively structured, aligned with organisational goals, and can be delivered with high impact to school leaders and teachers. This includes conducting research to identify trends and gaps in teacher professional development, conceptualising programs to meet the needs of teachers and developing program frameworks, in collaboration with internal teams and external stakeholders. The Associate reports to the Director of Fellowships.

### **Duties and Responsibilities**

Responsibilities include but are not limited to the following:

#### **Program Research, Trends Identification and Gaps Analysis**

Work with the Director of Fellowships to:

- Conduct research on the education landscape in Malaysia to identify gaps, trends, and potential programmatic opportunities.
- Support the development of concept notes and proposals for Fellowships programs that align with PEMIMPIN's mission and objectives.
- Collaborate with internal and external stakeholders to refine programmatic strategies based on organisation's direction, research insights, and collaboration scope.
- Analyse the impact of existing programs by reviewing data, feedback, and impact assessments to identify areas for enhancement as new programs are being developed.
- Develop research briefs and reports to summarise key findings and recommendations for program conception and development.
- Execute any assigned tasks by the Director of Fellowships.

#### **Program Conception and Development**

Work with Director of Fellowships to:

- Support the conception and development of Fellowships programs based on research, concept notes and collaboration with internal teams and external partners.
- Translate concept notes into structured leadership development programs for teachers.
- Define program goals, target beneficiaries, key learning outcomes, and implementation strategies for programs that align with the organisation goals.
- Develop a curriculum and monitoring framework, including workshops, mentorship models, experiential learning, and assessment methods.
- Design and implement execution plans, including timelines, resource allocation, and stakeholder expectations needed to meet the goals of the programs.
- Work with internal teams to pilot and refine the program before full-scale implementation.
- Execute any assigned tasks by the Director of Fellowships.

## **Stakeholder Engagement and Coordination**

Work with the Director of Fellowships to:

- Coordinate the engagement with stakeholders such as teachers, school leaders, policymakers, and funders to ensure program relevance.
- Develop and disseminate formal communication materials and documentation for special programs, such as presentations, reports, and stakeholder updates.
- Coordinate the scheduling and subsequent execution of meetings with key stakeholders, including education institutions, funders, and policymakers.
- 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.
- Assist in the building and maintaining of strong relationships with stakeholders to foster long-term collaboration.
- Coordinate communication between stakeholders, ensuring timely updates and alignment on program goals.
- Execute any assigned tasks by the Director of Fellowships.

## **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.
- Work collaboratively in a team environment and is adaptable to working efficiently in a fast-paced and deadline-driven environment.
- Ability to conduct in-depth research on Malaysia's education landscape, analyse gaps and trends, and develop data-driven programmatic recommendations.
- Capability to plan, implement, and monitor education programs effectively, including developing frameworks and refining strategies for continuous improvement.
- Strong proficiency in Google Workplace platforms.

## **Who should consider this role**

- A Bachelor's degree in any field with at least 2 years of relevant work experience in education or social work.
- Proven experience in conceptualising, planning and developing education programs, including from co-curricular, volunteer or student-led initiatives.
- Prior experience in education-related research and gaps identification is highly desirable.
- 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 is desirable.
- 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)