

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, 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 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.

Role	: Associate /Junior Associate (<i>Two Positions Available</i>)
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 / Junior Associate, you will be part of the Fellowships team, involved in supporting the development, implementation and monitoring of Fellowships programs in PEMIMPIN. The individual must ensure that programs are delivered with high impact to school leaders and teachers, program operations implemented smoothly and regular communications are carried out throughout the execution of programs. The Associate / Junior Associate reports to the Manager(s) in the Fellowships team as well as the Director of Fellowships.

Duties and Responsibilities

Responsibilities include but are not limited to the following:

Program Management and Implementation

Work with Program Team(s), Program Manager(s) and Organisation Leads to:

- Work with a diverse team to foster a collaborative, innovative and efficient work environment.
- Implement steps in programme strategic plans to ensure high-quality delivery of programmes in alignment with the organisation's objectives.
- Assist the implementation of all parts of the program curriculum, such as session planning, material preparation, to ensure rigour and suitability for the beneficiaries of the programme.
- Devise instruments, monitor data and communicate findings from Measurement, Evaluation and Learning (MEL) frameworks to ensure effectiveness and drive continuous improvement.
- Prepare, deliver and facilitate in-person and online workshops, Professional Learning Community (PLC) sessions and ongoing support for program beneficiaries.
- Provide continuous support and communication to program beneficiaries to ensure continuous participation and improvement in respective schools.
- Execute any assigned tasks by Manager(s) and Organisation Leads.

Operations and Stakeholder Coordination

Work with Program Team(s), Program Manager(s) and Organisation Leads to:

- Coordinate and carry out programme operational activities, including but not limited to standard operating procedures (SOPs) and logistics, to ensure efficient execution of program activities, such as events, workshops, sessions, school visits and meetings.
- Support program's budget management by executing effective and timely financial processes and documentation.
- Devise and prepare any necessary formal communication materials to engage, foster and maintain relationships with stakeholders, including but not limited to Ministry of Education officials, funders, social impact partners and schools.
- Support stakeholder engagement sessions by preparing materials such as reports and slides related to programme progress and impact.
- Attend sessions and exchange information with Global School Leaders (GSL) Partners and cascade learnings back to team members.
- Execute any assigned tasks by Manager(s) and Organisation Leads.

Marketing and Communications

Work with Program Team(s), Program Manager(s) and Organisation Leads to:

- Co-develop and execute a comprehensive communications strategy to enhance the organisation's and program's visibility and engagement with stakeholders.
- Showcase program's progress and impact by creating, editing and posting regular communication materials and social media content using various types of media to ensure high engagement.
- Manage the organisation's online presence, including updates on the organisation's website and social media channels, ensuring consistent and impactful messaging.
- Prepare reports, presentations, and other documentation to support internal and external communications.
- Execute any assigned tasks by Manager(s) and Organisation Leads.

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 training and workshops in a professional setting, especially within the education context.
- Capability to plan, implement, and monitor education programs effectively, including developing frameworks and refining strategies for continuous improvement.
- A strong visualisation skills to design and communicate information in an engaging and impactful manner for different media formats and platforms using technology and tools for program management, communications or content creation, such as Canva and CapCut.
- A proactive attitude with a strong willingness to learn and apply critical thinking to propose strategies and solutions that enhance outcomes of educational initiatives.
- Strong proficiency in Google Workplace platforms.

Who should consider this role

- A Bachelor's degree in any field with 0-2 years of relevant work experience in education or social work.
- Proven experience in organising events, programs or activities, including from co-curricular, volunteer or student-led initiatives.
- Prior experience in training and teaching is highly desirable.
- Prior experience as an educator, tutor, mentor or facilitator is highly desirable.
- Experience in developing and implementing monitoring, evaluation and learning frameworks is desirable.
- Experience in multimedia content creation and media management is desirable.
- 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

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