

# Digital Learning Design & Delivery, Leadership and Development Application by PEMIMPIN (LADAP Plus)

## **Job Description:**

Role (title):	Digital Learning Design and Delivery
Level:	Associate / Senior Associate (Mid Level)
Program:	Leadership and Development Application by PEMIMPIN (LADAP Plus)
Division:	Educational Technology Pillar
Start Date:	Immediate
Employment Type:	Full time, 12-Month Contract (Renewable)
Compensation:	RM3,000 - RM4,000
Location:	Kuala Lumpur, Malaysia
Work Mode:	Hybrid (Office, Travel, Work From Home)
Reporting Line:	Director of Educational Technology

## **About Leadership and Development Application by PEMIMPIN (LADAP Plus) Mobile App**

The Leadership and Development Application by PEMIMPIN (LADAP Plus) under the Educational Technology Pillar is Malaysia's first mobile application that aims to elevate teacher professionalism and improve student outcomes. Designed to meet teachers where they are and support them in reaching where they aspire to be, this digital platform offers teachers on-demand professional development content, enabling flexible learning and continuously enhancing teaching practices.

LADAP Plus supports asynchronous microlearning through its bite-sized, needs-based content designed to meet teachers' specific needs. The content is implementation-focused with practical strategies and tools that teachers can immediately apply in their classrooms. The interactive application also provides teachers with gamified learning paths, quizzes and learning activities, as well as encourages teacher networking through forums and social media integration. Currently, the mobile application has garnered over 62,000 users from over 7,000 Malaysian schools.

## **About the Role**

The Associate / Senior Associate plays a key role in supporting the running of the Leadership and Development Application by PEMIMPIN (LADAP Plus) by designing, developing, and delivering high-quality digital learning experiences for users on this learning platform. The role is responsible for conducting education literature reviews to develop learning materials, creating interactive digital learning content, structuring learner journeys, coordinating program activities such as information sessions, ensuring all learning materials are implemented effectively and consistently, and maintaining cross-team communication throughout development and rollout.

Key responsibilities include developing digital modules and multimedia learning content, designing assessments and interactive activities, coordinating learner onboarding and continuous engagement, and collaborating with internal program teams and external product development teams to integrate content effectively. Through structured instructional and learning design, reflective practice and engagement with key stakeholders, such as teachers, internal program teams, external educational partners, and product development teams, as well as implementation grounded in research, this role seeks to strengthen teacher knowledge and skills while delivering engaging and impactful digital learning experiences. The Associate / Senior Associate reports to the Director of Educational Technology.

### **Application**

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### **What Success Looks Like in This Role**

- Teachers engage meaningfully with **digital learning content** you designed, progressing along **structured learning journeys** you built to **increase their knowledge, skills, and confidence**.
- **Learning materials** you have developed are **pedagogically sound, contextually relevant, and responsive to teacher needs**, supporting **practical application of effective teaching and learning strategies in classrooms**.
- **Multimedia learning content and interactive activities** you have created foster **engaging, impactful digital learning experiences**, encouraging **reflection, personal growth and sharing of teaching insights**.
- **Collaboration** with internal teams, subject matter experts, users, education partners and developers ensures **smooth integration of content, effective onboarding, and ongoing engagement** with the learning platform.
- Over time, your work strengthens **teacher instructional capacity** and encourages **adoption of innovative, evidence-based practices** that support **long-term teacher and student growth**.

### **Duties and Responsibilities**

Responsibilities include, but are not limited to, the following. The role may also be required to undertake tasks as assigned by the Senior Leadership Team, in line with pillar and organisational needs.

### **Learning Design and Content Development**

- Work collaboratively with Program Teams, Program Managers, and the Senior Leadership Team to foster a positive, innovative, and efficient working environment.
- Design structured learner journeys and digital learning experiences that build teacher knowledge, skills, and confidence, ensuring alignment with program objectives and teacher learning needs.
- Conduct education literature reviews and research to develop interactive digital modules with evidence-based instructional strategies for practical application in classrooms.
- Develop learning materials in the form of multimedia content, interactive quizzes and activities that support active user learning and reflection.
- Coordinate learning content creation with internal teams, subject matter experts, and external education partners to ensure high-quality, pedagogically sound, and contextually relevant learning materials.
- Support iterative testing and refinement of learning materials based on user feedback, course ratings, and engagement metrics to enhance effectiveness and learner experience.
- Develop knowledge-sharing materials to strengthen team learning and encourage adoption of best practices.

### **Monitoring, Evaluation and Learning (MEL)**

- Monitor and synthesise course feedback, user ratings, and engagement data to assess the effectiveness and impact of learning experiences.
- Analyse and visualise data using data processing and business intelligence tools like Google Sheets and Tableau to identify trends, patterns and opportunities for learning design improvements.
- Contribute to iterative improvement cycles by translating MEL findings into content updates, enhancements, and improved instructional practices.
- Prepare written reports and summaries to communicate learning engagement, content impact, and share actionable insights with internal teams and external stakeholders.

### **Product Operations and User Engagement**

- Plan rollout activities, training and user engagement sessions to support smooth adoption of the learning platform and new module launch.
- Respond to user queries, provide guidance and support to ensure sustained user engagement and satisfaction.
- Coordinate product operations and program management activities, such as meetings, stakeholder engagements, milestone planning, and preparation of materials to support product growth and scaling.
- Support communication across teams and stakeholders to ensure successful product rollout and ongoing adoption through preparation of materials including but not limited to presentations, toolkits, and reports.
- Maintain organised documentation, standard operating procedures (SOPs), financial tracking, and guidelines to ensure smooth product management.

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## **Required Competencies and Experience**

### **Alignment, Mindset & Professional Conduct**

- Strong alignment with PEMIMPIN's mission, vision, and values, with a deep commitment to education equity and improving outcomes through educational technology and high-quality professional learning.
- Proactive, reflective, and demonstrates high learning agility, with the ability to adapt quickly, apply feedback, and iterate in dynamic environments.
- Demonstrates professionalism and ethical practice, including the ability to interact respectfully and effectively with educators, subject matter experts, developers, creative partners and key stakeholders to build trust and sustained working relationships.
- Strong critical thinking skills with structured, solutions-oriented mindset and the ability to navigate ambiguity.
- Ability to manage multiple concurrent workstreams and meet deadlines in fast-paced environments.

### **Education, Pedagogical Knowledge & Learning Design**

- Demonstrated experience in curriculum design and contextualisation, with the ability to translate educational research, frameworks, and innovative pedagogical approaches into practical, classroom-relevant applications.
- Strong ability to adapt and localise curriculum content to diverse school contexts, ensuring materials are relevant, culturally responsive, and feasible within real classroom constraints.
- Proven experience facilitating adult learning, including designing and leading workshops, professional learning communities (PLCs), and coaching conversations that promote reflection, dialogue, and practical application.
- Ability to design and deliver engaging, interactive digital and in-person learning experiences that integrate evidence-informed teaching strategies, leadership practices, and student engagement approaches.
- Skilled in structuring learning sessions with clear outcomes, active participation strategies, and reflective components that strengthen transfer into classroom practice.
- Ability to provide constructive, evidence-informed feedback to educators and internal teams to strengthen instructional quality, curriculum coherence, and learning experience design.
- Experience iterating curriculum and training materials based on participant feedback, ratings, and learning data to improve clarity, engagement, and impact over time.

### **Program Management & Monitoring, Evaluation & Learning (MEL)**

- Proven project management and coordination skills, with the ability to manage timelines, milestones, documentation, and stakeholder communications.
- Ability to plan, coordinate, implement, and monitor education or professional development programs effectively, ensuring alignment between design, delivery and intended outcomes.
- Experience or familiarity with Monitoring, Evaluation, and Learning (MEL) processes, including data collection, analysis, reflection, and reporting to support iterative improvement cycles.
- Ability to synthesise qualitative and quantitative data and translate insights into practical improvements to learning content, facilitation approaches, and program design.
- Strong organisational skills with attention to detail in documentation, reporting, and follow-through.

### **Collaboration & Stakeholder Engagement**

- Strong collaborative skills, with ability to work effectively across cross-functional teams in agile environments.
- Professional judgement and interpersonal skills to engage effectively with teachers, school leaders, and education stakeholders in diverse contexts.
- Ability to communicate ideas clearly, professionally, and thoughtfully, both verbally and in writing, in Bahasa Melayu and English.

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**Qualifications & Experience**

- A Bachelor's degree in any field.
- 2 to 4 years of relevant work experience in education, social work, or related fields.
- Experience working with non-profit, education or social impact organisations is an added advantage.

**Technical & Digital Fluency**

- Strong proficiency in Google Workspace and comfort using digital tools for communication, documentation, collaboration, and data tracking.
- Familiarity with digital learning platforms (LMS or app-based learning environments) is an advantage.
- Experience in multimedia content creation and basic video recording/editing is desirable.
- Willingness and ability to travel within Kuala Lumpur with occasional travel within Malaysia.

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## **Appendix**

### **About PEMIMPIN**

PEMIMPIN is a non-profit organisation dedicated to strengthening school leadership across Malaysia by championing teacher development and elevating educators as key leaders in education. We believe lasting improvements in student outcomes begin with empowered teachers who lead.

Founded in 2017, PEMIMPIN works with teachers and school leaders to build leadership capacity through structured professional development, targeted mentorship, and evidence-based strategies grounded in global research and local context. Guided by our vision of *a future where every teacher is an effective leader, empowering students with the opportunity for holistic growth and success*, our work contributes to the United Nations' Sustainable Development Goal (SDG) 4 for inclusive, equitable, and quality education for all.

Our mission is delivered through three interconnected program pillars:

- **Educational Technology:** Transforming teaching and learning practices at scale through digital-enabled professional development and educational technology.
- **Fellowships:** Driving whole-school improvement by developing leadership capacity among school, middle, and teacher leaders.
- **Prize Initiatives:** Empowering teachers as system leaders by recognising excellence, providing a platform for scaling, and elevating teacher voice.

Since 2017, PEMIMPIN has indirectly impacted approximately 1.6 million students across Malaysia. We also collaborate with regional and global partners, including SEAMEO, Global School Leaders, and Teach For All, to exchange effective practices and shape the future of education.

To learn more about us, please view [our latest Impact Report](#) or visit one of the following platforms: [Website](#), [LinkedIn](#), [Facebook](#), [Instagram](#)

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