



About the Organisation

Edvolution is a social enterprise that works closely with the Ministry of Education and corporate partners to transform the education landscape through data-driven solutions. Our mission is to mobilise transformative leaders, competent educators and effective community builders to bring about lasting improvement to Malaysia's education system.

Our solutions include customised leadership programmes, curriculum development, teacher training and community empowerment. We integrate business leadership and management principles into our key activities to drive innovation and improvement in the education landscape. As a social enterprise, we also work with corporate clients, and reinvest our profits into community projects to benefit students, parents, and teachers.

Since 2017, we have provided training to 130 education officers, who in turn have mentored over 560 school leaders and 1,400 teachers in 140 schools nationwide, to impact roughly 42,000 students. As a diverse team of passionate changemakers, we are always looking for growth-oriented, purpose-driven individuals to join our team — to grow and lead change within society whether in small or big ways!

Our Core Values

- **Collaboration** — We build effective, professional relationships within and across sectors.
- **Humility** — We demonstrate integrity, respect and a strong team spirit in our work.
- **Empowerment** — We create opportunities to empower others to reach their best potential.
- **Excellence** — We envision and strive for ambitious change in the systems and communities we engage.
- **Resilience** — We adapt to change and stay informed of the latest findings and methods for education.

Role: Training and Development (Manager)
Start Date: Immediate
Employment Type: Full time, 1-year contract (renewable)
Location: Kuala Lumpur

Edvolution Enterprise is seeking a dedicated and skilled **Training and Development Manager** who is passionate about our mission and our work to join our **Educators' Leadership Development** team.

You will play a crucial role in ensuring seamless delivery of learning content across various digital platforms, prioritising exceptional learner experiences. Responsibilities include recruiting officers from district education offices (Pejabat Pendidikan Daerah, PPD) for our leadership programme, developing training curriculum aligned with the programme objectives and educational trends, ensuring training and coaching sessions are executed successfully, providing support and conducting periodic performance reviews for officers, and be adept at project coordination and reporting.

You will be based in Kuala Lumpur (hybrid work arrangement). There will be occasional work on weekends or after hours for training programmes or to meet urgent deadlines.

Responsibilities

1) Participants' Recruitment, Baseline and Onboarding

- Design and deliver info sessions on our leadership programme for potential candidates.
- Lead recruitment and selection processes with internal and external interviewers to select programme participants.
- Liaise promptly and professionally with externals from corporates and government sectors.
- Prepare official communications to officers and relevant government agencies in Bahasa Melayu.
- Conduct baseline leadership competencies survey to gauge officers' leadership level.
- Onboard officers into the programme through efforts such as welcome emails, instruction manuals, welcome kits, and an onboarding session.
- Ensure access for all officers to the Learning Management Systems.
- Provide support to troubleshoot and encourage active participation of officers in the Learning Management System.

2) Training and Development Curriculum

- Develop training curriculum and modules aligned with the programme objectives to improve leadership skills in coaching and mentoring, data skills and innovative problem solving.
- Create engaging learning content and assessments to be populated in the Learning Management System in a timely manner.
- Prepare training calendar to include other occasional sessions such as collegial discussions and preparation for third-party certifications to give added value for officers.
- Design a planner template for participants to conduct teacher support sessions thoughtfully and effectively.
- Conduct planning and debrief sessions with the internal team for each training session to uphold high quality and relevant experience to officers.
- Stay updated with trends in leadership and STEM education to continuously improve and enhance the curriculum.

3) Capacity Building and Teacher Support

- Find credible and engaging trainers from education, STEM and other relevant industries to speak in training sessions.
- Ensure training sessions are executed successfully, which may include delivering the sessions.
- Train officers to provide leadership support to teachers in running STEM initiatives or action research projects in their schools, based on the frameworks of our programme.
- Assess and ensure a high percentage of officers qualify for third-party certifications to enhance their technical and leadership skills in STEM, digital skills and training delivery.
- Supporting planning and implementation of a national conference at the end of the programme to showcase officers' journey and growth.

4) Performance Progress and Retention

- Co-design participants' performance measurement data points needed to meet the KPI deliverables of the programme.
- Conduct timely periodic performance reviews for officers with Leadership Coaches.
- Provide necessary support to enable timely performance reporting and analysis of participants at the beginning, middle and end of the programme.
- Evaluate officers' learning experiences and analyse data in accordance with the key performance indicators, such as attendance, coaching support provided and deliverables submission.
- Work with the internal team to ensure retention of participants by developing effective support plans and risk management strategies.

5) Overseeing Leadership Coaches

- Manage a team of internal and external Leadership Coaches who each oversee a small group of officers throughout the programme.
- Assign Leadership Coaches to groups of officers based on suitable criteria of distribution.
- Build strong relationships with Leadership Coaches by providing training and support.
- Ensure Leadership Coaches adhere to clear project timelines, track progress, and oversee timely deliverables completion of the officers in their groups.
- Communicate regularly with Leadership Coaches to disseminate training and coaching information, and collect feedback for improvement of content and delivery.
- Lead one small group of officers as a Leadership Coach, as needed. You will be providing coaching, assignment follow up and engaging with officers to increase their leadership competencies.

Requirements

1) Knowledge and Skills

- Minimum 5 years of working experience in developing and delivering engaging educational and training content for teachers and students, and managing LMS platforms.
- At least 3 years experience working in the education sector, preferably in public education system.
- Academic background in Social Sciences, Education, Instructional Design, Information Technology or a related field is preferred.
- Strong understanding of the Malaysian education system and syllabus.

- Strong, engaging and effective facilitation skills.
- Clear, confident and engaging communicator.
- Able to identify training, support and coaching needs.
- Prior experience in coaching and mentoring workplace professionals will be a plus point.
- Have a high interest in and passion for education.
- Fluent in English and Malay – verbal and written.
- Proficient in using Microsoft Excel, Microsoft PowerPoint, Google Sheet, and Google Slides, and other digital tools for education.
- Confident in using Microsoft Excel or Google Sheet for data monitoring and analysis.

2) Ethically and Quality Driven

- Excellent organisational skills, outcome-oriented and able to handle multiple streams of work.
- Strong attention to detail.
- KPI or impact driven.
- Data-oriented.

3) Respectful and Collaborative

- Possess a mindset of collective leadership and enjoy co-creating programmes with various partners.
- Ability to work in a team environment, but also work independently in a proactive, self-directed fashion when needed.
- Demonstrate exceptional relationship-building skills in order to establish effective work in relationships with people of all working styles, backgrounds and industry-experience to a highly functional team.
- Able to think strategically, critically, innovatively, and in a resourceful manner.
- Able to build and maintain good relationships with internal and external stakeholders.
- Not ashamed to seek help and provide help to team members when needed.
- Have high ownership of the tasks and involve key team members when needed.

4) Learning Oriented

- A fast learner with high initiative to learn from all internal departments and experts with minimal guidance.
- Resourceful to identify solutions to problems independently.
- Self-motivated and proactive in staying updated with leadership and industry trends, and STEM education advancements.
- Display high initiative to learn to deepen understanding of the work.
- Resilient to meet the expectations and intended outcome of the project.
- Welcomes feedback and translates it into action.

Revolutionise education with us!

1. Please complete the application form at <https://surveyMonkey.com/r/EEApplication>.
2. Once you have completed the form, send an email to careers@myedvolution.com to inform the recruitment team.