



## 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:** Programme Associate  
**Start Date:** Immediate  
**Employment Type:** Full-time, 1 year contract (renewable)  
**Location:** Kuala Lumpur

Edvolution Enterprise is seeking a highly motivated **Programme Associate** who is passionate about our mission to join our **Educators Leadership Development** team.

You will play a pivotal role to support the Leadership Development team in various aspects of programme planning, implementation and evaluation, including administrative tasks, online training delivery and engaging with participants from district-level education offices across Malaysia.

You should be organized, resourceful and have a deep interest in contributing to the improvement of education in Malaysia. Your role will give you the opportunity to grow in a wide range of the programme management, and a unique opportunity to make a positive impact on educators and students.

You will be working with the Programme Manager and Leadership Development team. 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) Programme Development and Delivery:

- Assist in developing training content in various formats that focus on building the capacity of education system leaders and teachers.
- Assist in the coordination of workshops, training sessions, and events for teachers, students, and school leaders.

### 2) Programme Communications:

- Prepare captions and visuals (posters, video clips, etc.) for social media and communication channels following the brand guideline to ensure programme key activities are made known to programme participants and our followers.
- Ensure timely scheduling and publishing of posts to attract engagement that leads to programme participation and awareness for the public throughout the programme period.
- Develop creative ways to sustain the motivation of participants and keep the momentum going in a fully remote programme.

### 3) Programme Monitoring & Evaluation:

- Assist in conducting baseline assessment and needs analysis for the purpose of content development.
- Assist in assessing the effectiveness of content or deliverables, and create action plans for improvement.
- Assist in Collecting and analysing data, and reporting for growth as well as impact (e.g: activities report, status update report, impact report).

#### **4) Programme Management:**

- Assist in administrative tasks in the programme management, ensuring both development and implementation are well documented (e.g.: taking minutes, sending letters, registration, scheduling, logistics, materials preparation, etc.).
- Engaging with participants and other stakeholders with announcements as needed.
- Assist in delivering relevant meetings, activities, and events.

## **Requirements**

### **1) Knowledge and Skills**

- 1-2 years of working experience in any field. Fresh graduates are welcome to apply.
- A minimum of Bachelor's degree in any field.
- Have a high interest in and passion to make a difference in the Malaysian education system for educators and students.
- 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.
- Proficient in writing social media captions and designing with tools such as Canva or Adobe Photoshop.

### **2) Ethically and Quality Driven**

- Excellent organisational skills and ability to handle multiple tasks.
- Strong attention to detail.
- Check your work before submitting.
- KPI or impact driven.
- Data-oriented.

### **3) Respectful and Collaborative**

- Able to communicate well.
- Able to work in a team environment and build relationships, but also work independently in a proactive, self-directed fashion when needed.
- Not ashamed to seek help and provide help to team members when needed.

### **4) Learning Oriented**

- A fast learner with high initiative to learn from all internal departments / experts with minimal guidance.
- Resourceful to identify solutions to problems independently.
- Self-motivated and proactive to learn about trends in education, leadership and other areas of your work.
- Ability to quickly learn new software or applications.
- Display high initiative to learn to deepen understanding of the work.
- Resilient to meet the expectations / 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](mailto:careers@myedvolution.com) to inform the recruitment team.