



Financial Industry Collective Outreach

# WE ARE HIRING!

## FINCO Mentor Programme Activator

Join us to provide underprivileged children and youth with the aspiration and educational tools they need to achieve their life goals.



# BACKGROUND

The Financial Industry Collective Outreach (FINCO) is a collaborative initiative pioneered by all financial institutions (FIs) in Malaysia with the support of Bank Negara Malaysia to provide underprivileged children and youth with the aspiration and educational tools they need to achieve their life goals.

FINCO seeks to achieve these objectives through the collective development of flagship programmes in English Proficiency and Life Aspiration, as well as through shared programmes supported by individual financial institutions.

**FINCO Mentor** has been developed to inspire secondary school students to pursue their dreams. This is done by organizing life aspiration workshops in secondary schools, upskilling school counselors and providing online and offline mentorship for students. By providing greater exposure to children and youth, they will have access to more opportunities and therefore a better future. FINCO Mentor has been piloted in Sarawak and will be rolled out to 20 priority secondary schools in each state beginning early 2019.

**FINCO is hiring programme activators to drive the implementation of FINCO Mentor.**

**Positions available at various locations throughout the year :**

Klang Valley	Kedah & Perlis
Negeri Sembilan	Kelantan
Melaka	Terengganu
Johor	Pahang
Perak	Sabah
Pulau Pinang	WP Labuan



# ROLES & RESPONSIBILITIES

## Execution & Delivery

- Ensure readiness of FINCO schools to participate in the programme by coordinating with the relevant local authorities and service providers appointed by FINCO to train school counsellors.
- Conduct life aspiration workshops for secondary school students.
- Coordinate events including symposiums at school, district or state level.
- Support schools in establishing networks with education providers and industries to broaden students' post-secondary educational and employment pathways.
- Ensure alignment of programme planning and delivery with FINCO's objectives.
- Ensure the effective implementation of policies including child protection, health and safety, and data protection.

## Project Management

- Collect relevant data including demography, needs and issues arising, and prepare monthly progress reports.
- Coordinate fund disbursement, receipt collection and documentation for FINCO school-based activities.
- Ensure programmes are delivered according to agreed timelines and standards

## Stakeholder Management

- Build and maintain relationships with key stakeholders including government agencies, schools, FINCO FI members and their local branches, parents, community and any other relevant stakeholders.
- Collaborate with state education department, district education offices, school principals, counsellors and teachers to ensure effective implementation of programme.

## Volunteer Coordination

- Identify volunteering needs for school-based activities and submit volunteer request periodically to FINCO backbone.
- Communicate with local FI branches and school administrators about volunteer participation and manage volunteers during school activities.

## Research and Impact

- Conduct research to understand local context, improvise on programme planning and provide feedback to FINCO backbone.
- Seek collaboration with other partners with similar agendas to create collective efforts which address the identified needs of students and their communities.

# ROLE REQUIREMENTS & SKILLS

- Minimum undergraduate degree or equivalent in any relevant field
- Minimum 3 years of professional experience in facilitation and mentoring in education or social impact sector
- Experienced in event and project management including basic monitoring and evaluation, data collection, analysis and reporting
- Excellent coalition building skills with the ability to communicate and work effectively with a variety of internal and external stakeholders
- Outstanding interpersonal and communication skills
- Strong organizational and time management skills and the ability to work independently
- Fluency in written and spoken English and Bahasa Malaysia
- Proficiency in Office software
- Ability and willingness to travel frequently within your state
- Experience in working with underprivileged communities is desirable
- General knowledge of the spectrum of careers available in Malaysia and network in diverse career fields is desirable

# COMPENSATION & BENEFITS

- Professional fee
- Phone allowance
- Petrol allowance
- Travel and accommodation costs for longer journeys

*Contracts are on an independent consultancy basis for a period of 1 year with the possibility of renewal. Interview process will begin on **25 March 2019** on a rolling basis until 30 September 2019. Please apply by submitting your cover letter and resume to **[career@finco.my](mailto:career@finco.my)**.*