

<b>Job Title:</b>	English Teaching Specialist and Programme Manager	<b>Location:</b>	Johor, Malaysia
<b>Job Type:</b>	Short-Term Contract: 6-months		
<b>Job Description</b>			
<p><b>ABOUT FINCO</b></p> <p>The Financial Industry Collective Outreach (FINCO) is a collaborative initiative pioneered by all financial institutions (FIs) in Malaysia, with the guidance of Bank Negara Malaysia, to provide underprivileged children and youth with the guidance and educational tools they need to achieve their life goals. FINCO seeks to achieve these objectives through the collective development of programmes in English Proficiency, Life Aspiration, Financial Literacy and Disaster Relief as well as through shared programmes supported by individual financial institutions.</p> <p>FINCO is currently working with over 320 schools across Malaysia providing teacher training, student workshops and competitions as well as other initiatives which aim to provide students with equal access to high quality educational opportunities.</p> <p>The postholder will join a team of FINCO Programme Managers (Activators) based in states across Malaysia, report to the FINCO Programme Director and work closely with the FINCO Backbone.</p> <p><b>MAIN DUTIES</b></p> <p>FINCO is seeking an English Teaching Specialist and Programme Manager who will be responsible for managing the FINCO Reads execution in the state of Johore, Malaysia. The postholder will be expected to work with the Backbone team, FINCO Programme Managers, state education department, district education offices, and relevant financial institution branches, schools and educators.</p> <p>The FINCO Reads programme has been developed to make reading in English more engaging for primary school students. This is done by providing teachers with training, coaching and resources for the classroom, as well as supporting reading activities that encourage students to apply the language for real communication. By providing greater English exposure to children and youth, we believe they will have access to more opportunities and therefore a better future.</p> <p><b>ROLES AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Coach and support teachers' capacity building and professional development.</li> <li>• Coordinate and assist in facilitation in teacher training workshops.</li> <li>• Support teachers in planning of reading activities for students.</li> <li>• Encourage and support teachers to leverage on volunteers from the financial industry in schools.</li> <li>• Obtain schools' buy-in and commitment for long-term proactive collaboration in the programme.</li> <li>• Build and maintain positive relationships with key stakeholders including state education department and district education offices.</li> <li>• Collect data and report progress periodically for monitoring and evaluation purposes.</li> <li>• Support other aspect of the programme as required.</li> </ul>			

**QUALIFICATIONS**

Candidate must possess at least an undergraduate degree or equivalent in a relevant field.

**EXPERIENCE, SKILLS AND KNOWLEDGE**

- At least 3 years of full time teaching experience in primary or secondary schools in Malaysia
- Ability to communicate effectively with diverse range of stakeholders from government agencies and the private sector
- Strong organisational and time management skills and the ability to work independently
- Fluency in written and spoken English and Bahasa Malaysia
- Ability and willingness to travel within Johor, including to schools located in rural or remote areas, when required.
- Experience in working with underprivileged communities is desirable

**BENEFITS**

- Salary commensurate with experience
- EPF
- SOCSO & EIS
- Annual Performance Related Bonus
- Medical Insurance Allowance

**OTHER INFORMATION**

- Contracts are on an independent consultancy basis for a period of 6-months with the possibility of renewal. The postholder will be offered a fixed professional fee and allowances.
- The FINCO team works remotely and the postholder will be expected to have access to home office facilities such as a phone, laptop and stable WiFi.
- Expected start date: 1 July 2021 (negotiable)

Cover letter and CV should be submitted by **9 June 2021 to [career@finco.my](mailto:career@finco.my)**

For further details contact: Siew Hui at [siewhui.liew@finco.my](mailto:siewhui.liew@finco.my)

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