



Cartwheel Foundation, Inc. is a non-stock, non-profit organization that seeks to empower Indigenous Peoples (IP) communities by harnessing self-sustaining capacities through culturally relevant education.

JOB DESCRIPTION

Job title	Project Officer
Organization	Cartwheel Foundation, Inc. (CFI) Highway Hills, Mandaluyong City, National Capital Region
Job summary	The Project Officer (PO) will be responsible for the overall coordination, monitoring and reporting for <i>“Cultural LINKS: Leveraging Indigenous Niches through Knowledge sharing and Storytelling”</i> — an initiative that aims to safeguard the intangible cultural heritage of indigenous communities.
Engagement terms	Project-based, part-time
Work arrangement	Home-based remote work, with occasional visits to CFI’s partner indigenous communities, in accordance with safety protocols
Directly reports to	Program Officer for Education, Executive Director
Coordinates with	Community-based teachers and facilitators, Community members and duty bearers, Resource experts and facilitators, Content developers, Development partners, Government agencies and multi-sectoral stakeholders
Duties and responsibilities	<ul style="list-style-type: none"> a) Formulation, execution and review of project plans and activities, guided by sound program development, implementation and management, and monitoring and evaluation (PDIMME) principles; b) Facilitation of conversations, learning exchanges and capacity development opportunities for community stakeholders; c) Coordination with project stakeholders from various sectors; d) Development of knowledge, education and communication materials relevant to the project; e) Preparation of documentation and project reportorial requirements (i.e., narrative and budget reports); f) Recommendation of content and process improvements and innovations pertaining to project development and implementation; and g) Performance of other relevant duties that may be agreed with the Program Team, toward the fulfillment of project goals.

<i>Key competencies</i>	<input checked="" type="checkbox"/> Excellent oral, written and interpersonal communication skills <input checked="" type="checkbox"/> Strong initiative and creative problem-solving skills <input checked="" type="checkbox"/> Ability to work independently and systematically, with minimal supervision <input checked="" type="checkbox"/> Ability to collaborate and work as a member of a team <input checked="" type="checkbox"/> Willingness to travel to partner communities
<i>Other experience and qualifications</i>	<input checked="" type="checkbox"/> College degree, preferably in Development Communications, Development Studies, or related field <input checked="" type="checkbox"/> Experience in developing context-based learning materials <input checked="" type="checkbox"/> Experience in community and social development <input checked="" type="checkbox"/> Fluency in Filipino

Application Process

Interested applicants may submit a *Letter of Intent* and *Curriculum Vitae* to **joinus@cartwheelfoundation.org** with the subject line "Application: Project Officer".