



***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

<i>Job title</i>	Program Officer for Education
<i>Organization</i>	Cartwheel Foundation Inc (CFI)
<i>Location</i>	218 Unit F Malinao St., Brgy. Highway Hills, Mandaluyong City 1550
<i>Status</i>	Full-time employee, with six-month probationary period
<i>Job Description</i>	The Program Officer for Education (POE) is responsible for the design, development, implementation, and continuous improvement of the organization's culturally responsive education programs for Indigenous communities. The role ensures that learning initiatives are inclusive, community-driven, and aligned with Indigenous Knowledge, Systems, Values, and Practices (IKSVP), as well as relevant national and Indigenous Peoples (IP) education standards. Working closely with the broader program team, the position provides technical leadership in curriculum development, teacher training, and learners' development while supporting strong community engagement and partnerships.
<i>Directly reports to</i>	Executive Director
<i>Work hours</i>	Eight (8) hours daily, Mondays to Fridays (under blended work interface)
<i>Coordinates with</i>	Program Officers, Project-Based team, Communications Associate/Officer, Community Organizers, Community-based Teachers, Community Leaders, Local Implementing Partners and other key stakeholders
<i>Duties and Responsibilities</i>	(a) Program Design and Implementation ● Lead the development and execution of program plans and activities guided by program manuals ● Oversee the planning and development of learning sessions, modules, and training materials, ensuring the integration of Indigenous Knowledge, Systems, Values, and Practices (IKSVP) and alignment with national education standards

	● Facilitate consultations and participatory processes to ensure programs are community-driven (b) Training and Capacity Building ● Organize and co-facilitate regular teacher training workshops, drawing input from prior needs assessments ● Provide mentoring and coaching to local educators to support long-term program sustainability ● Build capacity of community stakeholders to independently implement and sustain education programs (c) Monitoring, Evaluation, and Learning (MEL) ● Develop and implement tools and systems to track program outcomes, including learner progress and teacher performance ● Prepare evaluation reports and contribute to internal and donor reporting requirements ● Recommend policies, guidelines, and improvements related to education program implementation (d) Partnership and Stakeholder Coordination ● Build and maintain partnerships with external groups that support program implementation and expansion ● Represent the organization in selected partnership engagements, particularly those involving Indigenous communities and education initiatives ● Provide technical input to collaborative projects and partnership initiatives (e) Project Management and Administrative Support ● Prepare work plans, progress reports, and program documentation for internal and external stakeholders ● Support administrative requirements related to program implementation, including budget coordination, cash advance requests, and liquidation ● Contribute to the achievement of organizational goals and strategic priorities Others ● Uphold the safeguarding of the culture, rights, well-being of Indigenous Peoples, especially of children and the youth, in all endeavors of the organization; and ● Fulfill other functions as the CFI Directors may lawfully delegate.
Key Competencies and requirements	☑ Expertise in training, facilitation, and analytical skills ☑ Expertise in curriculum and program development, as well as monitoring, evaluation, and learning (MEL)

	☑ Strong strategic thinking, problem-solving initiative and creative skills ☑ Fluency in written and spoken English (enough to communicate directly with funders and to write progress reports) ☑ Proficiency in using MS Office (Excel, Word, PPT, etc.) and Google Office (sheets, Docs, Slides, etc.) ☑ Familiarity with using connectivity software such as Zoom ☑ Access to stable internet connection (enough to run a Zoom meeting) ☑ Familiarity with using design software such as Canva ☑ Ability to work independently and systematically, with minimal supervision ☑ Ability to collaborate and work as a team ☑ Practical knowledge of financial and internal control principles ☑ Adherence to safeguarding principles vis-à-vis Indigenous Peoples' rights and Children's rights ☑ Willingness to travel to partner communities ☑ Willingness to represent CFI in various spheres
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Application Process

Please submit a Letter of Intent and Curriculum Vitae to **joinus@cartwheelfoundation.org** with the subject line "Application: Program Officer for Education" not later than October 9, 2026.