

**JOB OPPORTUNITY:**  
EDUCATION WORK with INDIGENOUS PEOPLES

**CURRICULUM DEVELOPMENT MANAGER**

**DUTIES AND RESPONSIBILITIES:**

- ✓ Together with the School Manager and teachers, carry out curriculum planning and evaluation, ensuring the integrity of multilingual and culture-based education;
- ✓ Facilitate knowledge management and curriculum development;
- ✓ Assess training needs, develop and facilitate training sessions for teachers;
- ✓ Review the quality of lesson plans, learning materials, and exams developed by teachers;
- ✓ Work closely with School Manager in developing a method for school management.
- ✓ Ensure available curriculum resources are being used;
- ✓ Work with the School Manager in securing other curriculum resources;
- ✓ Monitor and support teachers in classroom teaching;
- ✓ Write reports on curriculum updates and evaluation

**QUALIFICATIONS:**

1. Graduate of Education, Social Science, Human Ecology or any related field.
2. At least two years of experience in curriculum development.
3. Flexible and willing to learn a new language and new ways of doing things.
4. Willing to live in a community setting for at least two years.

Applicants with the following qualifications will have an advantage:

1. Can speak Visayan.
2. Previous teaching experience.
3. Previous work experience with indigenous peoples.
4. LET Passer.

The job location is at **Sitio Bendum, Brgy. Busdi, Malaybalay City, Bukidnon**. Interested applicants may send their resume with cover letter to [esschr@essc.org.ph](mailto:esschr@essc.org.ph). Only short-listed applicants will be contacted.

**YOU WANT  
MEANINGFUL  
WORK?**



**The APU PALAMGUWAN CULTURAL  
EDUCATION CENTER (APC)** is a

Jesuit-led non-profit organization working in education with and for indigenous peoples. Its flagship program is a **DepED-recognized elementary school** for indigenous children in two villages in

Malaybalay, Bukidnon. The school integrates cultural content and uses the mother tongue in its curriculum. APC is looking for a

**CURRICULUM DEVELOPMENT  
MANAGER** to lead its team of young community teachers.

**JOB OPPORTUNITY:**  
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**PROGRAM DEVELOPMENT MANAGER**

**DUTIES AND RESPONSIBILITIES:**

- Develop program proposal for APC
- Develop and expand the information on APC for national and local advocacies
- Develop financing options for APC work programs
- Communicate with national and local government agencies, donor agencies and other groups or individuals
- Provides institutional program support to APC funded projects, including budget management
- Sets up annual scholarship target needs and identifies sources of funds

**QUALIFICATIONS:**

- Previous program management experience
- Strong communication, coordination and management skills
- Previous experience of working in a school setting
- Strong analytical thinking skills
- Knowledge and experience on multilingual education and indigenous education, an advantage
- Can speak Visayan

The job location is in Quezon City.

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