



Program Officer – Education Job Description 2025

<i>Immediate Supervisor:</i>	Executive Director
<i>Supervisee:</i>	None
<i>Coverage Area:</i>	Nationwide
<i>Monthly Salary:</i>	
<i>Role Summary:</i>	The Social Welfare Officer – Education is responsible for leading the development, management, monitoring, and evaluation of the Foundation's Education Program, with a specific focus on the NSFI Scholarship Program and its scholars. The role includes partnership development, program management, direct scholar support, compliance, and supporting the Foundation's broader strategic goals.

<i>Role/Responsibilities</i>	
Program and Scholarship Management (70%)	
	Lead the implementation and management of the NSFI Scholarship Program, ensuring efficient and effective support for scholars.
	Translate annual education targets into detailed annual work plans and corresponding budgets.
	Maintain updated profiles, academic performance records, and individual support plans for all scholars.
	Coordinate scholar-related activities such as orientations, mentoring, monitoring visits, academic support sessions, leadership development, and special events.
	Provide case management support to scholars, addressing academic, financial, and psychosocial issues as needed.
	Facilitate communication between the Foundation and partner educational institutions, scholars, and their families.
	Identify and develop new educational project opportunities aligned with NSFI's strategic objectives.
	Initiate and manage partnerships with schools, universities, and education-focused NGOs and government agencies.
	Prepare and submit regular scholarship program reports, including budget updates, scholar performance summaries, and impact assessments.
	Support Foundation-wide reporting and public presentations regarding the Education Program.
Monitoring, Reporting and Technical Support (20%)	
Collaborate with MEAL specialist in developing and implementing a Monitoring, Evaluation, and Learning (MEAL) plan and budget.	



With support of Partnership Manager, conduct annual and mid-year partnership reviews with key partners and ensure timely resolution of partnership issues and concerns.
Provide weekly updates and submit monthly reports; updates the project team regularly on project progress, issues, and concerns as well as action taken; escalate issues needing urgent action;
Prepares support documents necessary for the project implementation such as, but not limited to, incoming and outgoing correspondence, reports, letters, minutes of meeting, work plans, procurement, quotation, etc.;
Conduct field visits and virtual monitoring to engage with scholars, educational partners, and beneficiary families; provide feedback and document best practices.
Support learning sessions and reflection activities to improve scholarship program outcomes.
Contribute to the compliance of DSWD and other agency regulatory requirements
Other Task (10%)
Assist the Senior Program Manager with interim operational support for the Elderly Home and Older Person's Organization projects until the Health Program Officer is onboarded.
Perform other related tasks as assigned by the Senior Program Manager or the President to support the Foundation's programs and strategic initiatives.

Qualifications:

- Bachelor's degree in Social Work, Education, Psychology, Development Studies, or a related field. (Licensed Social Worker is an advantage.)
- Minimum of 3 years of experience in scholarship management, education program coordination, youth development, or social welfare settings.
- Strong background in case management, partnership development, and project monitoring.
- Ability to work independently and collaboratively as part of a team.
- Excellent communication skills (oral and written) and the ability to engage effectively with scholars, families, school partners, and colleagues.
- Highly organized, results-driven, and capable of handling sensitive information with discretion.
- Experience working in non-profit organizations is an advantage.
- Proficient in Microsoft Office and familiar with online collaboration platforms.
- Willingness and ability to travel nationwide as required.

Terms of Employment

Contract Duration: 6 months, with the possibility of renewal based on performance and funding.



Application Process

Interested applicants should submit the following documents:

- Updated CV/resume
- Cover letter outlining relevant experience and qualifications
- At least two professional references
- Applications should be sent to nsfjobs@gmail.com with the subject line: **“Application for Social Welfare Officer – Education”**
- Deadline for submission: **Dec. 30, 2025**