

## Foundation for Development Action (FDA)

[www.fdaction.org](http://www.fdaction.org)

### JOB NOTIFICATION

Foundation for Development Action (FDA) is a non-governmental organisation registered under the Societies Registration Act of 1955 that has been functioning in Kerala since 2008. With funding support from the Department of Women and Child Development (DWCD), the Government of Kerala, FDA is implementing the Kaval Project (Psychosocial Care for Children in Conflict with Law) and Kaval Plus projects: Community-Based Rehabilitation of Survivors of Child Sexual Abuse (CSA Project) and Community-Based Rehabilitation and Reintegration of Children in Need of Care and Protection (CNC Project) in Thiruvananthapuram district. We are hiring the below-mentioned professionals for Kaval project and CSA & CNC projects (**Renotification**). The details of the job opening, including the educational qualifications, work experience, and key functions, are mentioned below.

Project Title	Vacancy title	No. of vacancy	Salary & TA	Educational qualification and experience
Kaval	Case Worker	1	Rs. 21,000 pm with actual TA	<ul style="list-style-type: none"> <li>MSW (Preferably Medical &amp; Psychiatric Social Work).</li> <li>Preference to candidates having 1 year of experience in the child development or child protection sector.</li> </ul>
Kaval	Social Worker	1	Rs. 18,000 pm with actual TA	<ul style="list-style-type: none"> <li>Master of Social Work (Preferably Medical &amp; Psychiatric Social Work).</li> <li>Freshers can apply.</li> </ul>
<b>Re-notification: -</b>				
CSA	Case Worker	1	Rs. 22,000 pm with actual TA	<ul style="list-style-type: none"> <li>MSW (Except HRM and Preferably Medical &amp; Psychiatric Social Work).</li> <li>Preference to candidates having 1 year of experience in the child development or child protection sector.</li> </ul>
CNC	Case Worker	1	Rs. 22,000 pm with actual TA	<ul style="list-style-type: none"> <li>MSW (Except HRM and Preferably Medical &amp; Psychiatric Social Work).</li> <li>Preference to candidates having 1 year of experience in the child development or child protection sector.</li> </ul>

### Key functions of the case worker and social worker:

1. Undertake visits to the homes of the project beneficiaries.
2. Organize group work exercise for the children.
3. Organize life skill education and training programs for children.
4. Organize parent management training programme.
5. Provide psychosocial care support services to children and their parents.
6. Undertake visits to the offices of various stakeholders (police station, other government departments and agencies, non-governmental organizations, community-based organization, civil society organizations and other entities) for networking and linkages.
7. Assist the Project Coordinator in preparing weekly action plan and weekly progress report.

8. Assist the Project Coordinator in preparing monthly progress and annual report - both programme and finance.
9. Prepare field reports - case history, assessment report, case study, and other reports demanded by the DCPU/JJB/Nirbhaya Cell/ICPS and FDA.
10. Collect field-level data and information for preparing various reports.
11. Assist the Project Coordinator in preparing training reports (narrative) on a timely basis.
12. Participate in all capacity-building training programmes called by DWCD/DCPU/Nirbhaya Cell, ICPS, and FDA.
13. Participate in all review and monitoring meetings called by the DWCD/DCPU/Nirbhaya Cell, ICPS, and FDA.
14. Report to the Project Coordinator on a daily basis.
15. Undertake any other project-related work assigned by the PC, the Senior Programme Coordinator (SPC) of FDA, and the Executive Director of FDA.

### **Mandatory credentials**

The applicant shall have the highest level of organising and coordination skills, possess excellent communication and documentation skills in English as well as Malayalam, and have the willingness and aptitude to work with child in conflict with law, survivors of child sexual abuse and vulnerable children.

### **Preference**

Candidates with a two-wheeler and a valid riding licence.

### **Personal interview and written test**

The dates of the personal interview and written test will be provided to the shortlisted candidates well in advance via email only.

### **Requirements of the application**

Interested candidates may apply for the position by sending a **cover letter**, a filled-out **candidate proforma**, and **certificates of education and work experience** to **info@fdaction.org**. The candidate proforma is available at <https://fdaction.org/get-involved/>. The applicant may feel free to send their updated CV, resume, or biodata as additional documents. **Applications without a cover letter and candidate proforma will be rejected at the first level of screening itself.** The deadline for submitting the applications is **October 30, 2023, at 5:00 pm**. Should you require more information, you may contact Ms. Sibi A, Senior Project Co-ordinator, at her mobile number, 9447865209.

[www.fb.com/fdaction](http://www.fb.com/fdaction)  
[www.instagram.com/fdaction](http://www.instagram.com/fdaction)

Date: 15-Oct-2023

S/d,  
Executive Director