

## Foundation for Development Action (FDA)

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

### HIRING NOTICE

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 support from the Department of Women and Child Development (DWCD), the GoK, FDA is implementing the Kaval Project (Psychosocial Care for Children in Conflict with Law) in Pathanamthitta district since 2018. We are hiring the below-mentioned professionals for Kaval project of Pathanamthitta for immediate recruitment. The details of the job opening, educational qualifications, work experience, key functions, and process to apply for the positions are mentioned below.

Project Title	Vacancy title	No. of vacancy	Salary & TA	Educational qualification and experience
Kaval	Project Coordinator	1	26,000 pm with actual TA	<ul style="list-style-type: none"> <li>MSW (Preferably Medical &amp; Psychiatric Social Work)</li> <li>Should have 3 to 5 years of work experience working with children</li> </ul>
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 of working with children.</li> <li>Freshers are encouraged to apply.</li> </ul>

### KEY FUNCTIONS OF THE PROJECT COORDINATOR:

1. Daily management of the KAVAL Project.
2. Provide support, monitor, and evaluate the work done by the case worker and the social worker.
3. Ensure and undertake periodic visits to the homes of children.
4. Facilitate group work, casework, and training on LSE and parenting.
5. Provide psychosocial care services to the CCLs and their parents.
6. Undertake visits to various stakeholders' offices (government departments, agencies, public sector undertakings, non-governmental organisations, and other entities) for networking and linkages.
7. Approve the weekly action plan, weekly progress report, monthly progress report, and annual report and submit them to the concerned parties.
8. Approve training reports.
9. Approve the individual care plan of the CCL.
10. Ensure all data is maintained at the office.
11. Approve various reports (training reports, case histories, assessment reports, case studies, and other reports).
12. Participate in all capacity-building training programmes.
13. Participate in all review and monitoring meetings called by the DWCD, DCPU, JJB, and FDA.
14. Report to the senior project coordinator at FDA on a daily basis.
15. Obtain approval from the senior project coordinator, FDA, on any reports before they are submitted to the DCPU, JJB, and ICPS.
16. Undertake any other project-related work assigned by the Senior Project Coordinator, FDA, or the ED FDA.

### KEY FUNCTIONS OF THE CASE WORKER:

1. Undertake home visits and visit institutions, government departments, and civil society organisations for networking and linkages.
2. Assist PC in preparing the weekly action plan, weekly progress report, monthly progress report, and annual report.
3. Assist the PC in organising group work, casework, and training on life skill education and parenting.
4. Conduct counselling sessions.
5. Prepare individual care plans for all children.
6. Prepare training reports, case histories, assessment reports, case studies, and other reports.
7. Prepare any other field reports or data as demanded by DCPU and JJB.
8. Assist the project coordinator in preparing financial reports and any other reports as per the demands of DCPU and FDA.
9. Participate in all capacity-building training programmes.
10. Participate in all review and monitoring meetings called by the DWCD, DCPU, JJB, and FDA.
11. Report to the project coordinator on a daily basis.
12. Undertake any other project-related work assigned by the PC or the ED 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 children in conflict with the law.

### 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 COVERING LETTER (APPLICATION), 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 covering letter and candidate proforma will be rejected at the first level of screening itself. The deadline for submitting the applications is **March 5, 2024, at 5:00 p.m.** Should you require more information, you may contact Ms. Sibi A, Senior Project Coordinator, at her mobile number, 75588 49777.

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

Date: 20-Feb-2024

S/d,  
Executive Director