

Foundation for Development Action (FDA)

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JOB NOTIFICATION / 02-July-2024

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, we have been implementing the Kaval Plus project titled; Community-Based Rehabilitation of Survivors of Child Sexual Abuse (CSA Project) in Pathanamthitta district since 2022. We are currently hiring a Project Co-ordinator for the Kaval Project Plus - CSA project. The details of the job opening, including the educational qualifications, work experience, and key functions, are mentioned below.

Project Title	Location	Vacancy title	No. of vacancy	Salary & TA	Educational qualification and experience
Kaval Plus-CSA	Pathanamthitta	Project Co-ordinator	1	Rs. 25,000 pm with actual TA	<ul style="list-style-type: none"> MSW (Except HRM and Preferably Medical & Psychiatric Social Work). 3 to 5 years of experience in child protection sector.

Key functions of the Project Co-ordinator:

- Daily management of the CSA project.
- Provide support, monitor, and evaluate the work done by the case worker on a routine basis.
- Undertake visits to the homes of survivors of CSA project.
- Facilitate group work for the survivors of CSA and parents and report preparation.
- Facilitate life-skills education training programme for the survivors of CSA and report preparation.
- Provide psychosocial care and support services to the survivors of CSA and their parents.
- Undertake visits to the offices of various stakeholders (government departments, agencies, non-governmental organizations, and other entities) for networking and linkages.
- Prepare monthly action plan (MAP) and Concise Monthly Progress Report (C-MPR).
- Prepare detail monthly progress report (narrative) and annual project completion report (both programme and finance).
- Finalize field reports - case histories, case studies, and other reports prepared for the DCPU, Nirbhaya Cell, ICPS, and FDA.
- Prepare any other training reports (narrative) on a timely basis.
- Participate in all capacity-building training programmes.
- Participate in all review and monitoring meetings called by the DCPU, Nirbhaya Cell, ICPS, and FDA.
- Report to the Senior Programme Coordinator (SPC) of FDA as required.
- Undertake any other project related works assigned by the SPC of FDA and the Executive Director FDA.

Mandatory credentials

The applicant should have exceptional organizing and coordination skills, excellent communication and documentation abilities in both English and Malayalam, and a strong willingness and aptitude to work with the survivors of child sexual abuse, and other 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.

Requirements of the application

Interested candidates may apply for the position by sending a COVER LETTER, a filled-out CANDIDATE PROFORMA in Word document format, and certificates of education and work experience to info@fdaction.org. The CANDIDATE PROFORMA is available on our website <https://www.fdaction.org/get-involved>. Applicants may also include their updated CV, resume, or biodata as additional documents. Please note that applications without a COVER LETTER and CANDIDATE PROFORMA will be rejected during the first level of screening. The deadline for submitting applications is July 12, 2024, at 5:00 pm.

We recommend visiting our website using **Microsoft Edge, Opera, or Firefox browsers** to download the "**Candidate Proforma.**" For more information about the job opening, may contact Ms. Sibi A, Senior Project Coordinator, at 7558849777.

We are an equal opportunity employer and encourage applications from qualified individuals regardless of race, religion, or background. However, this position is primarily for female applicants to provide a supportive environment to the survivors of child sexual abuse and promote gender equality.

Join us in making a significant impact in the community by preventing child sexual abuse and supporting those in need!

www.fb.com/fdaction
www.instagram.com/fdaction

Date: 02-July-2024

S/d,
Executive Director