

Foundation for Development Action (FDA)

www.fdaaction.org

JOB RE-NOTIFICATION / 27-SEPTEMBER-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), Government of Kerala, we have been implementing the **Kaval Plus project (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 - CNCP Project)** in Thiruvananthapuram district since 2020. We are currently hiring a **Project Co-ordinator** for the Kaval Plus (CSA & CNCP) project for Thiruvananthapuram. 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	Thiruvananthapuram	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). Preferably 3 to 5 years of experience in child protection sector. Candidates with 2 to 3 years of experience will be considered based on their exposure to child settings and their command of subject knowledge.

Key functions of the Project Co-ordinator:

1. Daily management of the Kaval Plus project (CSA and CNCP).
2. Provide support, monitor, and evaluate the work done by the case workers of CSA and CNCP projects on a routine basis.
3. Undertake visits to the homes to the beneficiaries of Kaval Plus (CSA and CNCP) projects.
4. Facilitate group work and life-skills education training programme for the beneficiaries of Kaval Plus (CSA and CNCP) projects and report preparation.
5. Provide psychosocial care and support services for the beneficiaries of Kaval Plus (CSA and CNCP) projects.
6. Undertake visits to the offices of various stakeholders (government departments, agencies, non-governmental organizations, and other entities) for networking and linkages.
7. Ensure Monthly Action Plan (MAP) and Monthly Progress Report of Kaval Plus projects are submitted on time.
8. Prepare and submit annual project completion report (both programme and finance).

9. Finalize field reports (case histories, case studies, NGO reports and other reports) and submit it to DCPU, Nirbhaya Cell, ICPS, and FDA.
10. Prepare any other training reports on a timely basis.
11. Participate in all capacity-building training programmes organised by the DCPU, Nirbhaya Cell, ICPS, and FDA.
12. Participate in all review and monitoring meetings called by the DCPU, Nirbhaya Cell, ICPS, and FDA.
13. Report to the Senior Programme Coordinator (SPC) of FDA as required.
14. 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 intimated to the shortlisted candidates 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, with 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 October 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. Jerin Joshy at 9188924817.

We are an equal opportunity employer and welcome applications from qualified individuals regardless of race, religion, or background. For this position, we strongly encourage female applicants, as it is focused on providing a supportive environment for survivors of child sexual abuse and promoting gender equality.

Join us in making a meaningful difference in the community by preventing child sexual abuse and providing vital support to those who need it most!

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

Date: 27-September-2024

S/d,
Executive Director