

## Foundation for Development Action (FDA)

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

### - HIRING NOTICE -

Foundation for Development Action (FDA), a non-governmental organization registered under the Societies Registration Act, 1955, has been actively working in Kerala since 2008. With funding support from the Department of **Women and Child Development (DWCD), Government of Kerala**, FDA has been implementing the “**Community-Based Rehabilitation of Survivors of Child Sexual Abuse (CSA)**” project in Thiruvananthapuram and Pathanamthitta since 2021 and 2023, respectively.

We are now inviting applications from qualified candidates for the position of **Case Worker** at **Thiruvananthapuram and Pathanamthitta**. The details of the job opening are as follows:

Project Title	Location	Position	No. of vacancies	Salary & TA	Educational qualification and experience
CSA	Thiruvananthapuram & Pathanamthitta	Case Worker	02	22,000 pm with actual travel allowance	<ul style="list-style-type: none"> <li>• Masters of Social Work (MSW), except HRM.</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:

1. Undertake home/family visits of survivors of CSA.
2. Provide psychosocial care services to the CCLs and their parents including counselling and related support services.
3. Organize group activities, Life Skill Education training for children and Parent Management Training programs to enhance their well-being and development.
4. Liaison with key stakeholders by visiting offices such as DCPU, CWC, Police Stations, Schools, Local Self-Government Institutions, and Civil Society Organizations/NGOs for networking and linkages.
5. Develop Individual Care Plans (ICP) for children to ensure personalized support and intervention.
6. Prepare field reports, including case histories, assessment reports, case studies, and other required documentation as per DCPU, CWC and FDA directives.
7. Collect field-level data and relevant information for the preparation of various project reports.
8. Support the Project Coordinator (PC) in preparing the Monthly Action Plan (MAP), Monthly Progress Report (MPR), and Annual Report (Programme and Finance).
9. Assist the PC in preparing training reports (narrative) on a timely basis.
10. Participate in review and monitoring meetings organized by the DWCD, DCPU, CWC, and FDA to track progress and address challenges.
11. Participate in all capacity-building training programs to enhance skills and effectiveness in project implementation.
12. Report to the Project Coordinator daily, providing updates on activities and progress.

**MANDATORY CREDENTIALS:**

Applicants should possess exceptional organizational and coordination skills, along with excellent communication and documentation abilities in both English and Malayalam. A strong willingness and aptitude to work with vulnerable children are essential for this role.

**PREFERENCE:**

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

**PERSONAL INTERVIEW AND WRITTEN TEST:**

The date of the personal interview and written test will be informed to the shortlisted candidates via email only.

**REQUIREMENTS OF THE APPLICATION:**

Interested candidates may apply by submitting the following documents to **info@fdaction.org**:

1. Cover letter.
2. Fully completed **Candidate Proforma (in word document only)**. *Candidate Proforma can be downloaded from our website: <https://www.fdaction.org/get-involved>.*
3. Updated CV or Resume (Optional).

**Important Note:** Applications without a *Cover letter and fully filled out Candidate Proforma* will be rejected during the initial screening.

The deadline for submitting application is **December 12, 2025, 5:00 PM.**

**To ensure a smooth download of the *Candidate Proforma* from our website, we recommend using Microsoft Edge, Opera, or Firefox browsers.**

For further assistance, please contact the **Senior Project Coordinator at 75588 49777**

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

Date: 28-November-2025

S/d,  
 Secretary / Founder Director