

Foundation for Development Action (FDA)

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 *“Psychosocial Care for Children in Conflict with Law” (KAVAL Project)* in Pathanamthitta district since 2017.

We are inviting applications from qualified and motivated candidates for the position of **Program Coordinator** under the **KAVAL Project**, to be implemented in **Pathanamthitta, Kerala**. The details of the job opening are as follows:

Project Title	Location	Position	No. of vacancy	Salary & TA	Educational qualification and experience
Kaval	Pathanamthitta	Program Coordinator	1	Rs. 26,000 pm with actual travel allowance	<ul style="list-style-type: none"> • Masters of Social Work (MSW), except HRM. • Should have 3 to 5 years of experience working with children, preferably in the areas of child protection and psychosocial care.

KEY FUNCTIONS:

1. Daily management of the KAVAL Project.
2. Provide support, monitor, and evaluate the work done by the case 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 monthly action plan, monthly progress report, and annual report.
8. Approve the individual care plan of the CCL.
9. Ensure all data is maintained at the project office.
10. Approve various reports (training reports, case histories, assessment reports, case studies, and other reports).
11. Participate in all capacity-building training programmes.
12. Participate in all review and monitoring meetings called by the DWCD, DCPU, JJB, and FDA.
13. Report to the senior project coordinator at FDA on a daily basis.
14. Obtain approval from the senior project coordinator, FDA, on any reports before they are submitted to the DCPU and the JJB.
15. Undertake any other project-related work assigned by the Senior Project Coordinator, or the Secretary/Founder Director, FDA.

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 provided to the shortlisted candidates well in advance via email only.
REQUIREMENTS OF THE APPLICATION:
Interested candidates may apply by submitting the following to info@fdaction.org : <ol style="list-style-type: none"> 1. Cover letter 2. Completed Candidate Proforma (in word document only). <i>Candidate Proforma is available for download on our website: https://www.fdaction.org/get-involved</i> 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 March 16, 2026, 5:00 PM.

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

For further assistance, please contact the Case Worker at 91889 24813

www.fb.com/fdaction
www.instagram.com/fdaction
 Date: 02-March-2026

S/d,
 Secretary / Founder Director