

Foundation for Development Action (FDA)

www.fdaction.org

- HIRING NOTICE -

Foundation for Development Action (FDA) is a non-governmental organization 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 **Program Coordinator for the Kaval Plus - CSA project** at Adoor, Pathanamthitta. The details of the job opening, including the educational qualifications, work experience, and key functions, are mentioned below.

Project Title	Location	Position	No. of vacancy	Salary & TA	Educational qualification and experience
Kaval Plus-CSA	Pathanamthitta	Program Coordinator	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:

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

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:

1. Cover letter
2. Completed **Candidate Proforma** (in word document only). *Candidate Proforma* is available for download on 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 **April 30, 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 80788 60589

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

Date: 15-April-2026

S/d,
Secretary / Founder Director