

Foundation for Development Action (FDA)

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- 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 project titled “**Community-Based Rehabilitation and Reintegration of Children in Need of Care and Protection (CNCP)**” in Pathanamthitta district since 2022.

We are currently hiring a **Case Worker for the CNCP 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
CNCP	Pathanamthitta	Case Worker	1	Rs. 22,000 pm with actual TA	<ul style="list-style-type: none"> • MSW (Except HRM) with specialization in Medical & Psychiatric Social Work preferred. • 1 year experience in child protection / development sector preferred. • Freshers are encouraged to apply.

KEY FUNCTIONS:

1. Undertake visits to the homes of the project beneficiaries and ensure continuous follow up actions are taken.
2. Provide psychosocial care and support services to the children and their parents.
3. Organize group work exercise & life skill education for the children and parent management training programme.
4. Prepare field reports - case history, assessment report, case study, and other reports demanded by the DCPU, CWC, Nirbhaya Cell, ICPS, and FDA.
5. Collect field-level data and information for preparing various reports.
6. Undertake visits to the offices of various stakeholders (police stations, other government departments and agencies, non-governmental organizations, and other entities) for networking and linkages.
7. Assist the Project Coordinator in preparing monthly action plan, monthly progress report and annual report - both programme and finance.
8. Assist the Project Coordinator in preparing training reports (narrative) on a timely basis.
9. Participate in all capacity-building training programmes called by DWCD, DCPU, Nirbhaya Cell, ICPS, CWC and FDA.
10. Participate in all review and monitoring meetings called by the DWCD, DCPU, Nirbhaya Cell, ICPS, CWC and FDA.
11. Report to the Project Coordinator on a daily basis.
12. Undertake any other project-related work assigned by the PC, the Senior Programme Coordinator (SPC) of FDA, and the Executive Director of 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 Children in Need of Care and Protection, and other 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 **June 1, 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 Program Co-ordinator at **85476 90589**

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www.instagram.com/fdaction

Date: 21-May-2026

S/d,
 Secretary / Founder Director