

Foundation for Development Action (FDA)

www.fdaaction.org

- HIRING NOTICE -

Foundation for Development Action (FDA) is a non-profit organisation registered under the Societies Registration Act, 1955, with its registered office in Pathanamthitta, Kerala. Established in 2008, FDA has been working to advance child rights, protection, rehabilitation, social inclusion, and community development.

In collaboration with **Just Rights for Children (JRC) UK**, FDA is implementing the “**Access to Justice for Children**” project in **Pathanamthitta and Alappuzha** districts of Kerala. The project aims to strengthen community and institution-based mechanisms for the prevention and protection of children from exploitation, child marriage, trafficking, and other forms of vulnerability, while promoting their rights, safety, dignity, and access to justice.

FDA invites applications from qualified and committed social work professionals for positions based in Pathanamthitta and Alappuzha districts. Details of the positions, including the required educational qualifications, professional experience, and key responsibilities, are provided below.

Location	Position	No. of vacancy	Educational qualification and experience
Pathanamthitta	Social Worker	2	• Masters of Social Work (MSW) with CD preferred. • Minimum 6 months of experience working with children, preferably in child protection. • Freshers are also encouraged to apply
Alappuzha		1	
Competitive and attractive remuneration will be offered to social work professionals, commensurate with industry standards and the candidate's qualifications and suitability for the position.			

KEY FUNCTIONS:

1. Liaise with key stakeholders through regular office visits to Local Self-Government Institutions (Gram Panchayats and Municipalities), DCPU, JJB, CWC, Police Stations, Schools, and Civil Society Organisations/NGOs to strengthen coordination, networking, and institutional linkages.
2. Develop and strengthen networks with religious leaders, community leaders, and key opinion makers within the respective Local Self-Government Institutions (Gram Panchayats and Municipalities) to promote community engagement and support project objectives.
3. Facilitate the prevention of child marriage, forced marriage, and child trafficking in coordination with and with the support of Local Self-Government Institutions (Gram Panchayats and Municipalities).
4. Facilitate and support Local Self-Government Institutions (Gram Panchayats and Municipalities) in adopting formal resolutions declaring their respective jurisdictions free from child marriage and child trafficking.
5. Support the District Coordinator (DC), FDA, in the preparation and timely submission of the Monthly Action Plan (MAP), Monthly Progress Report (MPR), and Annual Programme and Financial Reports.
6. Actively participate in all review and monitoring meetings organised by Just Rights for Children (JRC) UK and FDA to review project progress, assess performance, identify challenges, and facilitate timely corrective actions.
7. Actively participate in all capacity-building and training programmes to enhance professional skills, knowledge, and effectiveness in project implementation.

8. Report to the District Coordinators on a daily basis through phone, WhatsApp, or email to seek guidance, support, and direction for effective project implementation.
9. Report to the Senior Programme Coordinator, as and when required, to seek guidance and support and provide regular updates on the progress of project activities.
10. Carry out any additional project-related responsibilities assigned by the Senior Programme Coordinator (SPC) or the Secretary/Founder 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 vulnerable children are essential for this role.

PREFERENCE:

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

PERSONAL INTERVIEW:

The date of the personal interview will be provided to the shortlisted candidates well in advance via email only.

REQUIREMENTS OF THE APPLICATION:

Interested candidates may apply by submitting the **Candidate Proforma** in **word document** to fdaction@gmail.com on or before **19/Sept/2026**. The **Candidate Proforma** is available for download on our website: <https://www.fdaction.org/get-involved>.

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

For further assistance, please contact the Senior Program Officer at **75588 49777**

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

Date: 14-Sept-2026

S/d,
 Secretary / Founder Director