Foundation for Development Action (FDA)

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- HIRING NOTICE -

The Foundation for Development Action (FDA) is a non-governmental organisation established in 2008 and registered under the Societies Registration Act, 1955. With financial support from the Department of Women and Child Development (DWCD), Government of Kerala, FDA has been implementing the project titled "Community-Based Rehabilitation and Reintegration of Children in Need of Care and Protection (CNCP)" in Thiruvananthapuram district since 2020 - 21.

FDA invites applications from eligible and qualified candidates for the position of **Case Worker** under the **CNCP Project** at Thiruvananthapuram (Rural).

The details of the vacancy, including the required educational qualifications, work experience, and key functions and responsibilities, are provided below.

Project Title	Location	Position	No. of vacancy	Salary & TA	Educational qualification and experience
CNCP	Thiruvananthapuram (Rural)	Case Worker	1	Rs. 22,000 pm with actual TA	• MSW (Except HRM) with specialization in Medical & Psychiatric Social Work preferred. • 1 year experience in child protection / development sectors.

KEY FUNCTIONS AND RESPONSIBILITIES:

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, 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 and FDA.
10. Participate in all review and monitoring meetings called by the DWCD, DCPU, 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 Secretary/founder 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 driving 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 are invited to apply by submitting the duly completed **Candidate Proforma** in **Microsoft Word format** to **info@fdaction.org**. The **Candidate Proforma** can be downloaded from the FDA website: https://www.fdaction.org/get-involved
*To ensure a smooth download of the Candidate Proforma, we recommend using **Microsoft Edge, Opera, or Firefox browsers**.*
Important Note: The deadline for submitting application is **October 28, 2026, 5:00 PM**. For further assistance, please contact the Program Co-ordinator at **91889 24816**

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S/d,
Secretary / Founder

Date: 18-Oct-2026