Foundation for Development Action (FDA)

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- HIRING NOTICE – (Re-Notification)

The Foundation for Development Action (FDA) is a non-profit organisation registered under the Societies Registration Act, 1955, and has been actively working in Kerala since 2008. With financial 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)"** Programme in Pathanamthitta district since the financial year 2017–18.

FDA invites applications from qualified and experienced social work professionals for the position specified below, based in **Pathanamthitta district**. The details of the vacancy, including the eligibility criteria, roles and responsibilities, and application procedure, are provided below.

Project	Location	Position	No. of vacancy	Salary & TA	Educational qualification and experience
Kaval	Pta	Programme Coordinator	1	Rs. 26,000 pm with actual travel allowance	• Masters of Social Work (MSW), except HRM. • A minimum of 03 years of experience working with children, preferably in the areas of child protection, psychosocial care, or related social work fields.
Note: Pta: Pathanamthitta					

KEY FUNCTIONS:
The Program Coordinator

1. Daily management of the KAVAL Project.
2. Provide day-to-day support, supervision, monitoring, and evaluation of the work carried out by the Case Worker and Social Worker.
3. Ensure and undertake periodic home visits to children to monitor their well-being, family environment, and progress.
4. Facilitate group work, casework, and training sessions on Life Skills Education (LSE) and parenting, and prepare timely reports on the activities undertaken
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. Submit the Monthly Action Plan (MAP), Monthly Progress Report (MPR) and Annual Report.
8. Approve the individual care plan of the CCL.
9. Ensure all child related files and data is maintained at the project office.
10. Submit training reports, case histories, assessment reports, case studies, and other reports) on time.
11. Actively participate in all capacity-building training programmes hosted by WDCD, DCPU, ICPS, JJB and FDA.
12. Actively participate in all review and monitoring meetings called by the DWCD, DCPU, JJB, and FDA.

13. Consult the Senior Project Coordinator of FDA on a daily basis to seek guidance and support for effective programme implementation.
14. Obtain prior approval from the Senior Project Coordinator, FDA, before submitting any important documents or reports to the DCPU, JJB, or other relevant offices.
15. Undertake any other project-related responsibilities assigned by the Senior Project 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 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** only 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 **16-Nov-2026, 5:00 PM.**

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S/d,
Secretary / Founder, FDA

Date: 06-Nov-2026