

## Foundation for Development Action (FDA)

[www.fdaction.org](http://www.fdaction.org)

### JOB NOTIFICATION / 02-FEBRUARY-2025

Foundation for Development Action (FDA) is a non-governmental organization registered under the *Societies Registration Act of 1955* and has been actively operating in Kerala since 2008. With funding support from the Department of Women and Child Development (DWCD), Government of Kerala, we have been implementing the Kaval Plus Project, focusing on two key areas:

1. Community-Based Rehabilitation of Survivors of Child Sexual Abuse (CSA Project) and,
2. Community-Based Rehabilitation and Reintegration of Children in Need of Care and Protection (CNCP Project).

These initiatives have been operational in Thiruvananthapuram since 2020 and in Pathanamthitta since 2022.

We are currently seeking qualified candidates for the following positions:

1. Project Coordinator – *Kaval Plus (CSA) Project, Thiruvananthapuram*
2. Case Worker – *Kaval Plus (CNCP) Project, Pathanamthitta*

The details of these job openings, including educational qualifications, work experience, and key responsibilities, are provided below.

| Project Title     | Location       | Position             | No. of vacancy | Salary & TA                         | Educational qualification and experience  |
|-------------------|----------------|----------------------|----------------|-------------------------------------|---|
| Kaval Plus- CSA   | Trivandrum     | Project Co-ordinator | 1              | Rs. 25,000 pm with travel allowance | <ul style="list-style-type: none"> <li>• MSW (Except HRM and Preferably Medical &amp; Psychiatric Social Work).</li> <li>• Female candidate with 3-5 years of experience in child protection / development sector.</li> </ul> |
| Kaval Plus – CNCP | Pathanamthitta | Case Worker          | 1              | Rs. 22,000 pm with travel allowance | <ul style="list-style-type: none"> <li>• MSW (Except HRM and Preferably Medical &amp; Psychiatric Social Work).</li> <li>• 1 year experience in child protection/development sector.</li> </ul>                               |

#### Key responsibilities:

| Sl. No. | Project Co-coordinator (CSA), Trivandrum  | Case Worker (CNCP), Pathanamthitta   |
|---------|---|--|
| 1)      | Daily management of the Kaval Plus project (CSA and CNCP).  | Undertake visits to the homes of the project beneficiaries and ensure continuous follow up actions are taken.  |
| 2)      | Provide support, monitor, and evaluate the work done by the case workers of CSA and CNCP projects on a routine basis. | Provide psychosocial care and support services to the children and their parents.                              |
| 3)      | Undertake visits to the homes to the beneficiaries of Kaval Plus (CSA and CNCP) projects.                             | Organize group work exercise & life skill education for the children and parent management training programme. |

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|-----|--|---|
| 4)  | Facilitate group work, life-skills education training and parent management training programme for the beneficiaries of Kaval Plus (CSA and CNCP) projects and report preparation. | Prepare field reports - case history, assessment report, case study, and other reports demanded by the DCPU, Nirbhaya Cell, ICPS, and FDA.  |
| 5)  | Provide psychosocial care and support services for the beneficiaries of Kaval Plus (CSA and CNCP) projects.  | Collect field-level data and information for preparing various reports.   |
| 6)  | Undertake visits to the offices of various stakeholders (government departments, agencies, non-governmental organizations, and other entities) for networking and linkages.        | 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)  | Submit Monthly Action Plan (MAP), Monthly Progress Report and Annual Report of Kaval Plus projects are submitted on time. (both programme and finance).                            | Assist the Project Coordinator in preparing monthly action plan, monthly progress report and annual report - both programme and finance.  |
| 8)  | Submit any other training reports on a timely basis.   | Assist the Project Coordinator in preparing training reports (narrative) on a timely basis.   |
| 9)  | Participate in all capacity-building training programmes organised by the DCPU, Nirbhaya Cell, ICPS, and FDA   | Participate in all capacity-building training programmes called by DWCD/DCPU/Nirbhaya Cell, ICPS, and FDA.  |
| 10) | Participate in all review and monitoring meetings called by the DCPU, Nirbhaya Cell, ICPS, and FDA.  | Participate in all review and monitoring meetings called by the DWCD/DCPU/Nirbhaya Cell, ICPS, and FDA.   |
| 11) | Report to the Senior Programme Coordinator (SPC) of FDA as required.   | Report to the Project Coordinator on a daily basis.   |
| 12) | Undertake any other project related works assigned by the SPC of FDA and the Executive Director, FDA   | 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 survivors of child sexual abuse, 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 licence.

**Personal interview and written test:**

The dates of the personal interview and written test will be intimated to the shortlisted candidates in advance via email.

**Application requirements:**

Interested candidates are invited to apply by submitting the following documents to [info@fdaction.org](mailto:info@fdaction.org):

1. **Cover Letter**
2. **Completed Candidate Proforma** (in Word document format) – available for download on our website: <https://www.fdaction.org/get-involved>
3. **Copies of Educational Certificates and Proof of Work Experience**

Applicants may also attach an updated CV, resume, or biodata as supplementary documents.

**Important Note:** Applications **without** a *Cover Letter* and *Candidate Proforma* will be **rejected** during the initial screening process.

The **deadline** for submitting applications is **February 15, 2025, at 5:00 PM.**

We recommend using **Microsoft Edge, Opera, or Firefox** browsers to download the *Candidate Proforma* from our website. For more information about the job opening, please contact Ms. Vrinda Vijayan at 8547690589.

*We are an **equal opportunity employer** and welcome applications from qualified individuals regardless of race, religion, or background. For the position of **Project Coordinator**, we **strongly encourage female applicants** to apply, as the role is focused on fostering a supportive environment for survivors of child sexual abuse while promoting gender equality.*

*Join us in making a **meaningful impact** in the community by preventing child sexual abuse and addressing other forms of vulnerability through the provision of **essential support services** to those who need them most!*

[www.fb.com/fdaction](http://www.fb.com/fdaction)  
[www.instagram.com/fdaction](http://www.instagram.com/fdaction)

Date: 02-February-2025

S/d,  
Executive Director