

SERVICE SPECIFICATIONS 2011/2012

CATEGORY OF SERVICE: CHILDREN

SERVICE DESCRIPTION: (RTO) CAPACITY BUILDING AND EMPOWERMENT FOR EARLY CHILDHOOD DEVELOPMENT

DISTRICT: ALL DISTRICTS

AREA

Name of Town / Area	Currentlyonly - Motheo and Thabo Mofutsanyana districts
----------------------------	---

BENEFICIARIES

Target group for training	<ul style="list-style-type: none"> • Day Mothers and Family Care • Day Care Centre/Early childhood development centress • After School Care Centres
---------------------------	--

AIM

Aim of Service/ Project	<ul style="list-style-type: none"> • To empower and support Day Care Mothers and Family Care through training. • To empower and support Day Care Centres/ECD centers and Afte Schoolr Care Centres to efficiently manage and run their Centres through training. • To empower and support Child Care Practitioners working at ECD centres • To evaluate ECD/After school centres.
-------------------------	---

OBJECTIVES AND OUTPUTS REQUIRED

Objective	Outputs
To empower and support Day mothers and Family Care through training	<ul style="list-style-type: none"> • Training on Developmental Milestones and child stimulation • Children's Rights and Responsibilities • Training on hygiene and health matters

	<ul style="list-style-type: none"> • Establishment of Support groups
To train Early Childhood Development Centres and After school centres on Management and Financial Management.	<ul style="list-style-type: none"> • Financial Management: which shall include <ul style="list-style-type: none"> ○ Basic accounting skills – budget, salaries and wages ○ Bookkeeping skills – cashbook, petty cash ○ Fundraising skills – proposal writing, progress reports, event management, ○ All other aspects related to finances e.g. investments, insurance,. • Management: which shall include <ul style="list-style-type: none"> ○ Personnel management – contracts, job descriptions (duties), salary advice, income register, training and development ○ Resource management – stakeholders involvement ○ Administrative management – constitution, code of conduct, management board ○ Policies & Guidelines –training and support to matrons and management board on applicable guidelines and policies (Minimum standards) ○ Establish management board and continuous training ○ Establish a daily programme at the centre ○ Prepare balanced weekly menu • Administration skills, which shall include report writing and general administration • Parent and community involvement • Provide support to ECD and After school centres.
To evaluate ECD/After school centres with a view to re-registration	<ul style="list-style-type: none"> • Visit the ECD centres • Evaluate ECD and After school centres i.t.o Minimum standards • Submit reports to District office for registration.
To capacitate and support care givers.	<ul style="list-style-type: none"> • Training on programmes to children which will include stimulation, educational and social programmes. • Training on hygiene and health matters • Training on HIV & AIDS • Provide information on Child Care Practices. • Children’s Rights and Responsibilities • Duties and guidelines • Establish support groups

--	--

ENQUIRIES

DISTRICT OFFICE OFFICIAL	
Official: Me S. Bann(Motheo)	Me Mofokeng (Bethlehem office)
Tel Nr: 051 – 4032247	058 - 3077500

SUBMIT TO:

DISTRICT OFFICES:	
Office:	District offices
Physical Address:	
Official:	
Office Nr:	

Approved

District Manager/Executive Manager: Children

Date: