



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aatid.co.za · Website: www.aatid.co.za

COURSE BROCHURE

Municipal Department Roles Functions And Inter Linkages Training

Business, Commerce and Management Studies / Finance, Economics and Accounting

Unit Standard 110504 · NQF Level 4 · 10 Credits · 7 Days

COURSE OVERVIEW

This course provides a comprehensive understanding of the roles, functions, and inter-linkages of municipal departments in South Africa. Participants will gain insights into how various departments collaborate to deliver effective local government services, enhancing operational efficiency and governance.

Category	Business, Commerce and Management Studies
Subfield	Finance, Economics and Accounting
Unit Standard	110504
Accreditation	SAQA Accredited · NQF Level 4 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Analyze the roles and functions of key municipal departments and their statutory obligations.
- Evaluate the inter-linkages and dependencies between municipal departments to improve service delivery.
- Apply principles of cooperative governance to enhance inter-departmental collaboration.
- Demonstrate understanding of the legislative framework governing municipal operations.
- Implement strategies for effective communication and coordination across municipal departments.

WHO SHOULD ATTEND

- This course is designed for municipal managers, department heads, team leaders, and officials involved in local government operations, as well as those aspiring to leadership roles within municipalities.

COURSE OUTLINE

Day 1: Introduction to Municipal Governance and Structures

- Overview of the Constitution and Municipal Structures Act
- Types of municipalities: metropolitan, district, and local
- Organisational structure of a typical municipality
- Key departments: finance, planning, infrastructure, community services, etc.
- Introduction to interdepartmental linkages
- The role of traditional authorities in municipalities

Day 2: Departmental Functions - Finance and Administration

- Municipal budget process and IDP alignment
- Revenue management: property rates, service charges, grants
- Expenditure management and financial reporting
- Supply chain management policies
- Human resources: recruitment, performance management, labour relations
- Records management and customer care

Day 3: Departmental Functions - Planning and Development

- Spatial planning and land use management
- Integrated Development Plan (IDP) formulation
- Building control and enforcement
- Housing delivery and informal settlement upgrading
- Environmental health services
- Social development: libraries, museums, community halls

Day 4: Departmental Functions - Infrastructure and Technical Services

- Water and sanitation services: supply, treatment, distribution
- Electricity reticulation and maintenance
- Roads and stormwater management
- Solid waste management
- Fleet management
- Asset management and maintenance planning

Day 5: Inter-Linkages and Communication Between Departments

- Mechanisms for interdepartmental coordination: committees, task teams
- Integrated Development Plan as a coordination tool
- Service delivery and interdepartmental projects
- Communication protocols and information sharing
- Conflict resolution and negotiation skills
- Case studies of successful inter-linkages

Day 6: Municipal Governance and Accountability

- Political and administrative interface
- Council committees and their functions
- Public participation: ward committees, IDP forums, budget hearings
- Audit and performance management
- Code of conduct for councillors and officials

- Ethics and anti-corruption measures

Day 7: Practical Integration and Assessment

- Group case study: analyse a municipal service delivery issue
- Identify departmental contributions and inter-linkages
- Develop recommendations for improvement
- Presentation of case study findings
- Review of unit standard outcomes
- Final assessment preparation

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **10 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 28,200.00	R 28,200.00
1	In-House	R 36,700.00	R 36,700.00
1	On-Campus (Pretoria)	R 42,300.00	R 42,300.00

UPCOMING SESSIONS

Start	End	Method	Venue
05 Aug 2026	13 Aug 2026	On-Campus	Pretoria, South Africa
05 Aug 2026	13 Aug 2026	On-Campus	Lagos, Nigeria
06 Aug 2026	14 Aug 2026	On-Campus	Johannesburg, South Africa
07 Aug 2026	17 Aug 2026	On-Campus	Mauritius
10 Aug 2026	18 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	19 Aug 2026	On-Campus	Pretoria, South Africa
12 Aug 2026	20 Aug 2026	On-Campus	Abu Dhabi, UAE
13 Aug 2026	21 Aug 2026	On-Campus	Mauritius

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 110504) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza, 1122 Burnett St, Hatfield 0028, Pretoria, Gauteng, South Africa
Tel: +27 12 004 8389 · WhatsApp: +27 65 077 6310 · apply@aaticd.co.za · www.aaticd.co.za