

(4) Mapping of UoCs for Property Manager

QF Level	Job Title	Property Manager		
5	Job Descriptions	Manage and formulate quality property management services and customer services, related legal matters, financial matters, human resources planning, continuous improvement plan, participate in tender bidding, etc.		
		Name of the Specification of Competency Standards, UoCs	Code	Credits
		Manage and plan building security tasks	PMZZEM501A	6
		Formulate and evaluate emergency handling measure	PMZZEM502A	6
		Formulate and maintain a sound system and effective measures on the safety of the environment	PMZZEM503A	6
		Plan as a whole on cleaning work of a building	PMZZEM504A	3
		Plan and coordinate as a whole the overall landscape improvement work	PMZZEM505A	6
		Plan as a whole on private road control and environmental protection work of a building	PMZZEM506A	3
		Plan and manage on repair and maintenance works of a building	PMZZBM501A	9
		Formulate feasibility studies and implement plans on improvement and enhancement of a building as a whole	PMZZBM502A	9
		Plan and manage on purchasing and out-sourcing works	PMZZBM503A	6
		Assist owners in the formation of owners' organization and handle property management work in concerted efforts	PMZZOS501A	9
		Formulate standing orders and chair meetings	PMZZOS502A	9
		Devise and develop insurance coverage and terms of the policy	PMZZOS503A	6
		Formulate quality assurance services procedures	PMZZOS504A	6
		Devise and develop plans on shopping centre, cultural, recreational and community activities and value-added services	PMZZOS505A	9
		Plan as a whole on pre-management matters	PMZZOS506A	6
		Plan and replace club house and recreational facility	PMZZFM501A*	9
		Undertake asset assessment and management of shopping centres and other premises including industrial and commercial buildings	PMZZFM502A	6
		Plan as a whole the control measures of a car park and a loading area	PMZZFM503A	6
		Be familiar with the judiciary of Hong Kong, and have sufficient understanding on legal proceedings and arrangements of litigations and mediations	PMZZLW501A	6

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		Write service contract and determine contract terms	PMZZLW502A	9
		Monitor financial income and expenses	PMZZFN501A	6
		Formulate annual budget and arrange account audit	PMZZFN502A	9
		Conduct overall human sources planning for property management division	PMZZHR501A	6
		Plan on continuous improvement of property management service standard	PMZZHR502A	6
		Plan on measures for occupational health and safety in a property management environment	PMZZHR503A	6
		Plan on customer services with owners' organizations	PMZZHR504A	9
		Total		177
		<p><u>Proposed new areas for formulating new UoCs:</u></p> <ul style="list-style-type: none"> ➤ Direct staffs to join open competitions such as Quality Building Management Competitions ➤ Coordinate to obtain relevant certifications for the buildings such as ISO certifications 		

Remarks: *The name of the specified UoCs is required to be adjusted or rephrased to describe the relevant competency standards.