

## (3) Mapping of UoCs for Property Officer

| QF Level   | Job Title               | Property Officer  |   |      |         |   |            |   |                             |            |   |  |            |   |   |            |     |                                      |             |   |   |             |   |  |            |   |  |             |   |  |             |   |   |            |   |   |            |   |   |            |   |   |            |   |  |             |   |  |             |   |  |             |   |   |             |   |
|--|-------------------------|---|---|------|---------|---|------------|---|-----------------------------|------------|---|--|------------|---|---|------------|-----|--------------------------------------|-------------|---|---|-------------|---|--|------------|---|--|-------------|---|--|-------------|---|---|------------|---|---|------------|---|---|------------|---|---|------------|---|--|-------------|---|--|-------------|---|--|-------------|---|---|-------------|---|
| 4  | <b>Job Descriptions</b> | Assist to manage the property management services, technical services, security, monitor and coordinate repair and maintenance work, support the Managers in executing various strategy, policies and procedures, coordinate for the procurement of services and materials, assist in preparing management budgets and monitor the building accounts, assist in property handover / takeover, assist in staff planning and appraisal, monitor the building account, all the clerical record, outstanding payment, dealing with legal matters such as small claims, handling the insurance claims, arranging meetings of owners, etc.  |   |      |         |   |            |   |                             |            |   |  |            |   |   |            |     |                                      |             |   |   |             |   |  |            |   |  |             |   |  |             |   |   |            |   |   |            |   |   |            |   |   |            |   |  |             |   |  |             |   |  |             |   |   |             |   |
|  |                         | <table border="1"> <thead> <tr> <th>Name of the Specification of Competency Standards, UoCs</th> <th>Code</th> <th>Credits</th> </tr> </thead> <tbody> <tr> <td>Execute the management of building security tasks</td> <td>PMZZEM401A</td> <td>3</td> </tr> <tr> <td>Manage emergency situations</td> <td>PMZZEM402A</td> <td>3</td> </tr> <tr> <td>Promote staff awareness of keeping the building environment safe</td> <td>PMZZEM403A</td> <td>3</td> </tr> <tr> <td>Monitor and improve the conditions of cleanliness of a building</td> <td>PMZZEM404A</td> <td>1.5</td> </tr> <tr> <td>Manage landscape improvement matters</td> <td>PMZZEM405A*</td> <td>3</td> </tr> <tr> <td>Monitor and improve the conditions of private road control and environmental protection of a building</td> <td>PMZZEM406A*</td> <td>3</td> </tr> <tr> <td>Management of repair and maintenance works of a building</td> <td>PMZZBM401A</td> <td>9</td> </tr> <tr> <td>Pursue improvement and enhancement plans of a building</td> <td>PMZZBM402A*</td> <td>6</td> </tr> <tr> <td>Manage purchasing and out-sourcing arrangement</td> <td>PMZZBM403A*</td> <td>3</td> </tr> <tr> <td>Coordinate with owners, tenants and customers on property management work</td> <td>PMZZOS401A</td> <td>6</td> </tr> <tr> <td>Arrange meetings for owners and tenants</td> <td>PMZZOS402A</td> <td>3</td> </tr> <tr> <td>Handle matters relating to insurance claims</td> <td>PMZZOS403A</td> <td>3</td> </tr> <tr> <td>Provision of professional quality management services</td> <td>PMZZOS404A</td> <td>6</td> </tr> <tr> <td>Master the skills in organizing and promoting shopping centre, cultural, recreational and community activities</td> <td>PMZZOS405A*</td> <td>3</td> </tr> <tr> <td>Arrange pre-management work, take-over and hand-over work of a building or a flat, and follow up on reinstatement work</td> <td>PMZZOS406A*</td> <td>3</td> </tr> <tr> <td>Manage clubhouse, cultural and recreational facility</td> <td>PMZZFM401A*</td> <td>6</td> </tr> <tr> <td>Management of shopping centres and other premises including industrial and commercial buildings</td> <td>PMZZFM402A*</td> <td>6</td> </tr> </tbody> </table> | Name of the Specification of Competency Standards, UoCs | Code | Credits | Execute the management of building security tasks | PMZZEM401A | 3 | Manage emergency situations | PMZZEM402A | 3 | Promote staff awareness of keeping the building environment safe | PMZZEM403A | 3 | Monitor and improve the conditions of cleanliness of a building | PMZZEM404A | 1.5 | Manage landscape improvement matters | PMZZEM405A* | 3 | Monitor and improve the conditions of private road control and environmental protection of a building | PMZZEM406A* | 3 | Management of repair and maintenance works of a building | PMZZBM401A | 9 | Pursue improvement and enhancement plans of a building | PMZZBM402A* | 6 | Manage purchasing and out-sourcing arrangement | PMZZBM403A* | 3 | Coordinate with owners, tenants and customers on property management work | PMZZOS401A | 6 | Arrange meetings for owners and tenants | PMZZOS402A | 3 | Handle matters relating to insurance claims | PMZZOS403A | 3 | Provision of professional quality management services | PMZZOS404A | 6 | Master the skills in organizing and promoting shopping centre, cultural, recreational and community activities | PMZZOS405A* | 3 | Arrange pre-management work, take-over and hand-over work of a building or a flat, and follow up on reinstatement work | PMZZOS406A* | 3 | Manage clubhouse, cultural and recreational facility | PMZZFM401A* | 6 | Management of shopping centres and other premises including industrial and commercial buildings | PMZZFM402A* | 6 |
| Name of the Specification of Competency Standards, UoCs  | Code                    | Credits   |   |      |         |   |            |   |                             |            |   |  |            |   |   |            |     |                                      |             |   |   |             |   |  |            |   |  |             |   |  |             |   |   |            |   |   |            |   |   |            |   |   |            |   |  |             |   |  |             |   |  |             |   |   |             |   |
| Execute the management of building security tasks  | PMZZEM401A              | 3   |   |      |         |   |            |   |                             |            |   |  |            |   |   |            |     |                                      |             |   |   |             |   |  |            |   |  |             |   |  |             |   |   |            |   |   |            |   |   |            |   |   |            |   |  |             |   |  |             |   |  |             |   |   |             |   |
| Manage emergency situations  | PMZZEM402A              | 3   |   |      |         |   |            |   |                             |            |   |  |            |   |   |            |     |                                      |             |   |   |             |   |  |            |   |  |             |   |  |             |   |   |            |   |   |            |   |   |            |   |   |            |   |  |             |   |  |             |   |  |             |   |   |             |   |
| Promote staff awareness of keeping the building environment safe   | PMZZEM403A              | 3   |   |      |         |   |            |   |                             |            |   |  |            |   |   |            |     |                                      |             |   |   |             |   |  |            |   |  |             |   |  |             |   |   |            |   |   |            |   |   |            |   |   |            |   |  |             |   |  |             |   |  |             |   |   |             |   |
| Monitor and improve the conditions of cleanliness of a building  | PMZZEM404A              | 1.5   |   |      |         |   |            |   |                             |            |   |  |            |   |   |            |     |                                      |             |   |   |             |   |  |            |   |  |             |   |  |             |   |   |            |   |   |            |   |   |            |   |   |            |   |  |             |   |  |             |   |  |             |   |   |             |   |
| Manage landscape improvement matters   | PMZZEM405A*             | 3   |   |      |         |   |            |   |                             |            |   |  |            |   |   |            |     |                                      |             |   |   |             |   |  |            |   |  |             |   |  |             |   |   |            |   |   |            |   |   |            |   |   |            |   |  |             |   |  |             |   |  |             |   |   |             |   |
| Monitor and improve the conditions of private road control and environmental protection of a building                  | PMZZEM406A*             | 3   |   |      |         |   |            |   |                             |            |   |  |            |   |   |            |     |                                      |             |   |   |             |   |  |            |   |  |             |   |  |             |   |   |            |   |   |            |   |   |            |   |   |            |   |  |             |   |  |             |   |  |             |   |   |             |   |
| Management of repair and maintenance works of a building   | PMZZBM401A              | 9   |   |      |         |   |            |   |                             |            |   |  |            |   |   |            |     |                                      |             |   |   |             |   |  |            |   |  |             |   |  |             |   |   |            |   |   |            |   |   |            |   |   |            |   |  |             |   |  |             |   |  |             |   |   |             |   |
| Pursue improvement and enhancement plans of a building   | PMZZBM402A*             | 6   |   |      |         |   |            |   |                             |            |   |  |            |   |   |            |     |                                      |             |   |   |             |   |  |            |   |  |             |   |  |             |   |   |            |   |   |            |   |   |            |   |   |            |   |  |             |   |  |             |   |  |             |   |   |             |   |
| Manage purchasing and out-sourcing arrangement   | PMZZBM403A*             | 3   |   |      |         |   |            |   |                             |            |   |  |            |   |   |            |     |                                      |             |   |   |             |   |  |            |   |  |             |   |  |             |   |   |            |   |   |            |   |   |            |   |   |            |   |  |             |   |  |             |   |  |             |   |   |             |   |
| Coordinate with owners, tenants and customers on property management work  | PMZZOS401A              | 6   |   |      |         |   |            |   |                             |            |   |  |            |   |   |            |     |                                      |             |   |   |             |   |  |            |   |  |             |   |  |             |   |   |            |   |   |            |   |   |            |   |   |            |   |  |             |   |  |             |   |  |             |   |   |             |   |
| Arrange meetings for owners and tenants  | PMZZOS402A              | 3   |   |      |         |   |            |   |                             |            |   |  |            |   |   |            |     |                                      |             |   |   |             |   |  |            |   |  |             |   |  |             |   |   |            |   |   |            |   |   |            |   |   |            |   |  |             |   |  |             |   |  |             |   |   |             |   |
| Handle matters relating to insurance claims  | PMZZOS403A              | 3   |   |      |         |   |            |   |                             |            |   |  |            |   |   |            |     |                                      |             |   |   |             |   |  |            |   |  |             |   |  |             |   |   |            |   |   |            |   |   |            |   |   |            |   |  |             |   |  |             |   |  |             |   |   |             |   |
| Provision of professional quality management services  | PMZZOS404A              | 6   |   |      |         |   |            |   |                             |            |   |  |            |   |   |            |     |                                      |             |   |   |             |   |  |            |   |  |             |   |  |             |   |   |            |   |   |            |   |   |            |   |   |            |   |  |             |   |  |             |   |  |             |   |   |             |   |
| Master the skills in organizing and promoting shopping centre, cultural, recreational and community activities         | PMZZOS405A*             | 3   |   |      |         |   |            |   |                             |            |   |  |            |   |   |            |     |                                      |             |   |   |             |   |  |            |   |  |             |   |  |             |   |   |            |   |   |            |   |   |            |   |   |            |   |  |             |   |  |             |   |  |             |   |   |             |   |
| Arrange pre-management work, take-over and hand-over work of a building or a flat, and follow up on reinstatement work | PMZZOS406A*             | 3   |   |      |         |   |            |   |                             |            |   |  |            |   |   |            |     |                                      |             |   |   |             |   |  |            |   |  |             |   |  |             |   |   |            |   |   |            |   |   |            |   |   |            |   |  |             |   |  |             |   |  |             |   |   |             |   |
| Manage clubhouse, cultural and recreational facility   | PMZZFM401A*             | 6   |   |      |         |   |            |   |                             |            |   |  |            |   |   |            |     |                                      |             |   |   |             |   |  |            |   |  |             |   |  |             |   |   |            |   |   |            |   |   |            |   |   |            |   |  |             |   |  |             |   |  |             |   |   |             |   |
| Management of shopping centres and other premises including industrial and commercial buildings                        | PMZZFM402A*             | 6   |   |      |         |   |            |   |                             |            |   |  |            |   |   |            |     |                                      |             |   |   |             |   |  |            |   |  |             |   |  |             |   |   |            |   |   |            |   |   |            |   |   |            |   |  |             |   |  |             |   |  |             |   |   |             |   |

|  |  |  |              |              |
|--|--|--|--------------|--------------|
|  |  | Master the jurisdictions in relation to property management cases in order to handle legal matters   | PMZZLW401A*  | 6            |
|  |  | Draft specifications for property management services contracts  | PMZZLW402A*  | 6            |
|  |  | Handle financial income and expenses   | PMZZFN401A   | 3            |
|  |  | Handle account statements and balance sheets   | PMZZFN402A   | 6            |
|  |  | Manpower planning and training for staff within the property managed   | PMZZHR401A   | 6            |
|  |  | Lead the team in the provision of quality property management service  | PMZZHR402A   | 3            |
|  |  | Occupational safety and health management in a property management environment   | PMZZHR403A   | 3            |
|  |  | Customer services management   | PMZZHR404A   | 6            |
|  |  |  | <b>Total</b> | <b>109.5</b> |
|  |  | <b><u>Proposed new areas for formulating new UoCs:</u></b>   |              |              |
|  |  | <ul style="list-style-type: none"> <li>➤ Manage all the documents including notices, meeting minutes, newsletters and management reports, etc.</li> <li>➤ Control all the fixed assets and stocks checking</li> <li>➤ Security monitoring such as night check</li> <li>➤ Act as petty cash holder</li> </ul> |              |              |

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