

## (3) Mapping of UoCs for Tenancy Administration Manager

QF Level	Job Title	Tenancy Administration Manager		
5	Job Descriptions	Plan for tenant mix and pre-management matters, manage leasing matters, formulate annual budget, monitor financial income and expenses, manpower planning and improvement on services standards, etc.		
		Name of the Specification of Competency Standards, UoCs	Code	Credits
		Formulate and evaluate emergency handling measures	PMZZEM502A	6
		Plan as a whole on pre-management matters	PMZZOS506A	6
		Consolidate trade mix and manage leasing matters flexibly	PMZZOS507A	9
		Be familiar with the judiciary of Hong Kong, and have sufficient understanding on legal proceedings and arrangements of litigations and mediations	PMZZLW501A*	6
		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
		Customer service management	PMZZHR404A	6
		Plan on continuous improvement of property management service standard	PMZZHR502A*	6
				<b>Total</b>

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