

## (2) Mapping of UoCs for Tenancy Administration Officer

QF Level	Job Title	Tenancy Administration Officer		
4	Job Descriptions	Manage lease management matters, arrange pre-management work, take-over and hand-over work of a building or a flat, and follow up on reinstatement work, lead the team in the provision of quality tenancy management service, etc.		
		Name of the Specification of Competency Standards, UoCs	Code	Credits
		Manage emergency situations	PMZZEM402A*	3
		Coordinate with owners, tenants and customers on property management work	PMZZOS401A*	6
		Arrange pre-management work, take-over and hand-over work of a building or a flat, and follow up on reinstatement work	PMZZOS406A	3
		Handle lease management matters and liaise with tenants	PMZZOS407A	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
		Lead the team in the provision of quality property management service	PMZZHR402A*	3
		Customer services management	PMZZHR404A*	6
				<b>Total</b>

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