

**Property Management – Specification of Competency Standards****Unit of Competency****Functional Area : Building Repair and Maintenance (Purchasing / Out-sourcing)**

1. Name	Manage purchasing and out-sourcing arrangement	
2. Code	PMZZBM403A	
3. Range	Purchasing and out-sourcing of building maintenance works of common types of buildings, mainly on management matters	
4. Level	4	
5. Credit	3	
6. Competency	<u>Performance Requirement</u>	
	6.1 Laws and codes of practice	<ul style="list-style-type: none"> <li>● Have good understanding on the codes of practices issued under the Building Management Ordinance, relevant legislations and the company itself</li> </ul>
	6.2 Tasks	<ul style="list-style-type: none"> <li>● Able to follow prescribed procedures in arranging purchasing of materials and seeking quotations for maintenance works</li> <li>● Able to effectively monitor the works of suppliers and repair and maintenance contractors</li> <li>● Able to assist in sealed tender opening and drafting tender analysis</li> </ul>
7. Assessment Guidelines	<p>The integral outcome requirements are:</p> <p>Able to apply knowledge in laws, code of practices and skills in monitoring contractors in order to manage purchasing and out-sourcing arrangements, including arrangement of seeking quotations, monitoring suppliers and contractors, and assist in tender analysis</p>	
8. Remarks		