

**GEORGE TOWN WORLD HERITAGE INCORPORATED  
STAFF RECRUITMENT JUNE/JULY 2017**

**CONSERVATION ARCHITECT**

**A. Job Description**

The Conservation Architect is responsible for leading conservation, evaluation, restoration, and monitoring efforts on built heritage within and beyond George Town UNESCO World Heritage Site. She or he will be supporting the Built Environment and Monitoring Department and is expected to work with various stakeholders on built heritage inventories, database updates, and premise status. She or he shall perform the following tasks and responsibilities in a highly professional manner.

**B. Task and Responsibilities**

- Conduct site visits and monitoring activities on a regular basis to ensure that all construction, restoration and repair of heritage properties within and beyond George Town World Heritage Site are conducted in accordance with building codes and conservation guidelines.
- Provide consultation to stakeholders and property owners on conservation guidelines, usage of materials, repairs and maintenance strategies, and sustainable building methods on heritage buildings.
- Review, comment and provide constructive suggestions on development plans in compliance with building codes and zoning activities based on the George Town Special Area Plan.
- Collaborate with local authorities to ensure necessary enforcement is engaged promptly and effectively.
- Investigate complaints and enquiries on conservation related issues.
- Prepare Heritage Management Plans, Heritage Impact Assessments Guidelines, Design and Conservation Guidelines and other conservation reports and policies.
- Establish and maintain effective working relationship with colleagues.
- Undertake other duties and attend meetings as assigned by the General Manager.

**C. Requirements**

- The Conservation Architect must be able read and interpret construction drawings, plans, and specifications. She or he should also be equipped with working knowledge of traditional building methods and materials used in the Asian context.
- The Conservation Architect must be able to response and attend to site enquiries on weekends or in the evenings.

- Good communication skills and able to deal effectively with the stakeholders and communities within George Town World Heritage Site.
- Bachelor degree or equivalent qualifications in the field of Architecture. Committed fresh graduates are welcome to apply for this position.
- Applicants without the necessary paper qualification but have demonstrated extensive practical experience will be considered.
- Strong command of relevant laws, polices, and regulations on heritage conservation will be added advantage.
- Proficiency in spoken and written Tamil or Mandarin will be an additional advantage.
- Able to work independently, collectively, and in responsible manner.

#### **D. Application**

- Complete the application form ([download from here](#)).
- Attach your latest and most persuasive resume.
- Attach an appealing cover letter (tell us why are you the best candidate for this position and your expected salary).
- Send all documents to [hr@gtwhi.com.my](mailto:hr@gtwhi.com.my) by 15 August 2017.
- Shortlisted applicants will be notified for interview in 30 August 2017.