

GEORGE TOWN WORLD HERITAGE INCORPORATED STAFF RECRUITMENT JUNE/JULY 2017

HERITAGE PROGRAM OFFICER

A. Job Description

The Heritage Program Officer is responsible for the development, deployment and maintenance of heritage programs for targeted stakeholders with the aim to promote collective efforts in conservation and the safeguarding of George Town World Heritage Site's Outstanding Universal Values. She or he will be supporting the Research, Resource and Education Department, and is expected to perform the following tasks and responsibilities in an accurate, timely and highly professional manner.

B. Task and Responsibilities

- Develop heritage program content for targeted stakeholders (such as government agencies, local communities, public, and schools).
- Manage the production of materials and curriculum.
- Coordinate and execute the implementation of the program.
- Monitor course implementation and evaluate results.
- Review of program and reporting.
- Develop proposals and project modalities in view of promoting the platform and expanding the activities in the framework of the project.
- Identify potential partners for the expansion of the project through social media.
- Ensure the integration of a gender equality and cultural diversity perspective, and human rights-based approach in programme/activity design
- Establish and maintain effective working relationships with colleagues.
- Undertake other duties and attend meetings as assigned by the General Manager.

C. Requirements

- Minimum of two years of working experience in the sector of education, communication, culture, or other related fields.
- Knowledge on education for sustainable development will be an asset.
- Highly effective organizational skills
- Speaks and write good English. Proficiency in spoken and written Bahasa Malaysia, Tamil or Mandarin will be an additional advantage.
- Good interpersonal and communication skills.
- Willingness to work on weekends or in the evenings.
- 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, your expected salary).
- Two pages of heritage program proposal with the necessary details.
- Send all documents to hr@gtwhi.com.my by 15 August 2017.
- Shortlisted applicants will be notified for interview in 30 August 2017.