

**GEORGE TOWN WORLD HERITAGE INCORPORATED
STAFF RECRUITMENT OCT/NOV 2017**

BUILT ENVIRONMENT AND MONITORING OFFICER

A. Job Description

The Built Environment and Monitoring Officer is responsible for ensuring that the conservation, restoration, monitoring, and management activities on built heritage within and beyond the George Town UNESCO World Heritage Site are conducted in accordance with building codes and conservation guidelines. She or he will be supporting the Built Environment and Monitoring department, and is expected to 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.
- Manage and maintain the Built Heritage Database System.
- 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 relationships with colleagues.
- Undertake other duties and attend meetings as assigned by the General Manager.

C. Requirements

- Bachelor degree or equivalent qualifications in the field of Built Environment, Town Planning, Geomatics, Geo-informatics, Heritage Conservation, Building Survey. Committed fresh graduates are welcomed to apply for this position.
- Proficiency in Microsoft Office applications, AutoCAD, ArcGIS, Adobe Illustrator and other related applications.
- Good communication skills and able to deal effectively with the stakeholders and communities within George Town World Heritage Site.
- Ability to read and interpret construction drawings, plans, and specifications will be added value.

- Willingness to respond and attend to the site enquiries on weekends or in the evenings.
- Proficiency in spoken and written Tamil or Mandarin will be an additional advantage.
- Familiarity with relevant laws, acts, regulations and guidelines on heritage conservation will be added 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 by 10 November 2017.
- Shortlisted applicants will be notified for interview.