

GEORGE TOWN WORLD HERITAGE INCORPORATED STAFF RECRUITMENT OCT/NOV 2017

INFORMATION MANAGEMENT OFFICER

A. Job Description

The Information Management Officer is responsible for designing and implementing strategy to accumulate, manage, analyse and disseminate information of George Town World Heritage Incorporated to the defined target audiences effectively and efficiently. Where information gaps exist, the Information Management Officer may help setting up primary data collection systems and organise needs assessments, which may also involve other stakeholders. She or he will be supporting the Collaboration and Communication Department, and is expected to perform the following tasks and responsibilities in an accurate, timely and highly professional manner.

B. Task and Responsibilities

- Draft and manage the information management strategy, including the internal management of information within George Town World Heritage Incorporated, document management, flows of information and discovery of data/information and define operational and funding requirements for the implementation of the strategy.
- Analyse data, identify and address information management gaps, and facilitate information sharing through printed and online portal.
- Identify new information and data requirements to support operations of the office and its partners.
- Design and implement a structured dissemination plan for all information products and services as appropriate (e.g. web portal, mailing list, information centres, etc.) including the definition of standard operating procedures for clearing information products for release.
- Work closely with the General Manager to ensure consistency and inter-operability between departments.
- Support the promotion of data and information sharing with the targeted stakeholders, which includes international bodies, government agencies and local communities.
- Establish and maintain effective working relationship with colleagues.
- Undertake other duties and attend meetings as assigned by the General Manager.

C. Requirements

- Bachelor degree or equivalent qualifications in Information Technology, Demography, Statistics, or related field.
- Applicants without the necessary paper qualification but have demonstrated extensive practical experience will be considered.

- Minimum of two (2) years of relevant experience.
- Knowledge of different data collection methodologies.
- Proven skills to analyse information.
- 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 and your expected salary).
- Send all documents to hr@gtwhi.com.my by 10 November 2017.
- Shortlisted applicants will be notified for interview.