

GEORGE TOWN WORLD HERITAGE INCORPORATED STAFF RECRUITMENT OCT/NOV 2017

CULTURAL HERITAGE OFFICER

A. Job Description

The Cultural Heritage Officer is responsible for the development, execution and coordination of Cultural Heritage Database System for George Town World Heritage Incorporated. She or he will be supporting the Department of Resource, Research and Education in accordance to the Vision and Mission of George Town World Heritage Incorporated, and is expected to perform the following tasks and responsibilities in a highly professional manner.

B. Tasks and Responsibilities

- Develop and execute project, including preparation of project proposal, budget, execution of project with stakeholders, prepare progress reports and outreach materials.
- Develop, manage, and maintain the Cultural Heritage Database System.
- Provide inputs and consultation to enquiries related on cultural heritage on George Town and Penang.
- Provide intangible cultural heritage related inputs to Heritage Management Plans, Heritage Impact Assessments Guidelines, and other conservation reports and policies.
- 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

- Master degree or equivalent qualifications in Anthropology, Social studies, Cultural Studies, or related fields.
- Minimum three years of relevant working experience.
- Speaks and write good English. Proficiency in Bahasa Malaysia, Tamil or Mandarin will be an added value.
- 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.