

**GEORGE TOWN WORLD HERITAGE INCORPORATED  
CULTURAL HERITAGE OFFICER  
RESOURCE, RESEARCH AND EDUCATION DEPARTMENT**

**Job Description**

Cultural Heritage Officer must have excellent knowledge of history and culture, environmental design and also, potentially, specialist knowledge in a particular area such as archaeology, visual arts or sociology. Their knowledge may advise the formation of policy and legislation relating to classification, conservation and management and may also be used to inform the allocation of funding, the development of projects and information and education resources for museums and galleries.

**Task and Responsibilities**

- Provide impact advice and suggestion to related parties on proposed projects or activities that affect cultural heritage site.
- Assess the value of locations and objects of cultural heritage significance.
- Pursue and arrange funding for heritage applications.
- Advise on the conservation, management and interpretation of culturally significant sites and objects.
- Educate the community on the heritage value of objects, sites, events and practises.
- Demonstrated time management skills and ability to manage multiple projects with competing deadlines.
- Work closely with the General Manager to ensure consistency and inter-operability between departments.
- Establishes and maintains effective working relationship with colleagues.
- Undertakes other duties and attend meetings as assigned by the General Manager.

**Requirements**

- Bachelor degree or equivalent qualifications in Human Science, Cultural Anthropology, Archaeology, Museology or other related field.
- Interest in objects, events, places and practices of the past and their significance for the present and the future.
- Minimum of 2 years of relevant experience.
- Speaks and write good English. Proficiency in spoken and written Bahasa Malaysia, Tamil, Hokkien and 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.

## **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) before 30 April 2018.
- Only shortlisted applicants will be notified for interview.