

**GEORGE TOWN WORLD HERITAGE INCORPORATED
RECRUITMENT NOTICE
(AUGUST 2022)**

Position : Conservation Architect
Department : Department of Built Environment and Monitoring
Reports To : Built Environment and Monitoring Manager
Supervises : Nil

1. Job Description

The Conservation Architect is responsible for leading conservation, evaluation, restoration, repair and monitoring efforts on built heritage within and beyond George Town UNESCO World Heritage Site. She or he will be supporting the Built Environment and Monitoring Department and is expected to work with various stakeholders on built heritage inventories, database updates, and premise status. She or he shall perform the following tasks and responsibilities in a highly professional manner.

2. Responsibility and Authority

- a) Conducts site visits and monitoring activities as assigned and as per the needs of the project to advice of all construction, restoration and repair of heritage properties within and beyond George Town UNESCO World Heritage Site are conducted in accordance with building codes and conservation guidelines and principles of built heritage conservation.
- b) Provide consultation to stakeholders and property owners on conservation guidelines, usage of materials, repairs and maintenance strategies and sustainable building methods for heritage buildings.
- c) Review, comment and provide constructive suggestions on development plans in compliance with building codes and zoning activities based on the George Town, Historic Cities for the Straits of Malacca Special Area Plan.
- d) Collaborate with various stakeholders, including local authorities to identify issues with non-compliance and facilitate the creation of a solution-based approach to issues. Conducts investigations on complaints and enquiries on conservation related issues.
- e) Prepare Conservation and Heritage Management Plans, Heritage Impact Assessments, Guidelines, Design and Conservation Guidelines and other conservation reports and policies
- f) Investigate complaints and enquiries on conservation related issues.
- g) Conduct and manage conservation, restoration, renovation and reparation related projects.

- h) Participate in the documentation and implementation of policies and standard operating procedures to ensure the effective operation of the company.
- i) Establish and maintain effective working relationships with colleagues.
- j) Provide task update to the management by monthly and as necessarily required.
- k) Maintain proper working file record and documentation.
- l) Undertake other duties and attend meetings as assigned by the General Manager.

3. Qualification and Experience

- a) Bachelor or Graduate degree or equivalent qualifications in the field of Architecture.
- b) At least seven years of professional experience.
- c) Knowledge of AutoCad, SketchUp, InDesign, QGIS or ArcGIS, Microsoft Office Suite, Adobe Suite, Ragic or other related software will be added value.
- d) Able to read and interpret construction drawings, plans, and specifications.
- e) Equipped with working knowledge of traditional building methods and materials used in the Asian context.
- f) Able to respond and attend to site enquiries on weekends or in the evenings.
- g) Good communication skills and able to deal effectively with the stakeholders and communities within George Town World Heritage Site.
- h) Strong command of relevant laws, policies, and regulations on heritage conservation will be an added advantage.
- i) Proficiency in spoken and written local languages will be an additional advantage.
- j) Able to work independently, collectively, and in a responsible manner.
- k) Genuine enthusiasm for, interest in and understanding of George Town heritage.
- l) Strong work ethic and trustworthy with high integrity.
- m) Strong capacity in multi-tasking and highly organized with meticulous attention to detail.

4. Application

- a) Fill in the Application Form Online. ([GTWHI Employment Application](#)).
- b) Only shortlisted applicants will be notified for interview.
- c) Write to hr@gtwhi.com.my for more information.

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