

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

Position : Cultural Heritage Officer
Department : Department of Cultural Heritage Research and Development
Reports To : Cultural Heritage Research and Development Manager
Supervises : Nil

1. Job Description

The Cultural Heritage Officer is responsible to prepare, manage, and execute cultural heritage related enquiries, projects, documentations, and policy preparation. The Cultural Heritage Officer shall have strong project management skills, able to work within the Government Linked-Company working environments, with the aim to sustain and maintain the Outstanding Universal Values of George Town UNESCO World Heritage Site. The Cultural Heritage Officer reports to the Cultural Heritage Research and Development Manager.

2. Responsibility and Authority

- a) Provide technical advice and additional information on conservation, safeguarding, management and interpretation of culturally significant sites, objects and activities.
- b) Prepare project proposals and seeking for funding for project execution.
- c) Execute and manage projects, including write reports and produce project outcomes as planned.
- d) Ensure work meets project standard, deadlines, budgets and conservation standards.
- e) Compile, maintain, and manage database.
- f) Conduct, supervise and manage field visits and site execution of data collection.
- g) Communicate with external agencies on conservation and safeguarding matters.
- h) Provide assessment, evaluation, and reports on events or objects of cultural heritage significance.
- i) Educate the community on the cultural heritage knowledge and importance.
- j) Participate in the documentation and implementation of policies and standard operating procedures consistent to ensure effective operation of the company.
- k) Establish and maintain effective working relationships with colleagues.

- l) Undertake other duties and attend meetings as assigned by the General Manager.

3. Qualification and Experience

- a) Degree or higher qualifications in any social sciences, museology, cultural heritage management, anthropology and related field subject.
- b) Fresh graduate is welcome to apply.
- c) Strong proficiency in English and Malay.
- d) Good communication, engagement and interpersonal skills.
- e) Highly organized with meticulous attention to detail and able to work independently.
- f) Trustworthy, strong work ethic with high integrity.
- g) Sound knowledge of the cultural and heritage related conventions, act, enactments and regulations.
- h) Proven project management skills in managing multiple deadlines.
- i) Sound knowledge of cultural heritage management issues relevant to Malaysia context.
- j) Demonstrated ability to communicate sensitively and effectively with people.
- k) Advanced knowledge of Microsoft Office, Ragic, and other database software.
- l) Established cultural heritage related experience or training will be added value.
- m) Willingness to work on weekends or in the evenings.

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.
