

**GEORGE TOWN WORLD HERITAGE INCORPORATED
RECRUITMENT NOTICE
(30 MAY 2022-30 JUNE 2022)**

Position : Town Planner
Department : Department of Built Environment and Monitoring
Reports To : Built Environment and Monitoring Manager
Supervises : Nil

1. Job Description

The Town Planner is responsible for ensuring that the development, conservation, restoration, and management activities within and beyond the George Town UNESCO World Heritage Site are conducted in accordance with planning policies and conservation guidelines. She or he will be supporting the Built Environment and Monitoring department, and is expected to perform the following tasks and responsibilities in a highly professional manner.

2. Responsibility and Authority

- a) Conduct site visits and monitoring activities on a regular basis to ensure that all development of heritage sites and buildings within and beyond George Town UNESCO World Heritage Site are conducted in accordance with planning policy and conservation guidelines.
- b) Review, assess, comment and provide constructive suggestions on development plans in compliance with planning and development policy, land use and zoning activities based on the George Town Special Area Plan.
- c) Design, create and interpret maps and planning diagrams.
- d) Plan, conduct and manage historic environment, new development, urban regeneration project, place making, refurbish and adaptive re-use or related projects based on available resources to meet planning targets including the Sustainable Development Goals.
- e) Conduct stakeholder needs engagement in terms of development and handling growth of George Town UNESCO World Heritage Site.
- f) Stay updated on local, national and international planning policies and regulations.
- g) Investigate complaints and enquiries on town planning related issues.
- h) Participate in the documentation and implementation of planning 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 degree or equivalent qualifications in field of urban and regional planning, urban design and town planning.
- b) At least three years of working experience in the relevant field.
- c) Advanced knowledge of Microsoft Office, AutoCAD and ArcGIS.
- d) Knowledge and experience of Adobe Suit, InDesign, Ragic or other related software will be added value.
- e) Strong global communication skills in English (verbal and written) and Malay. Proficiency in other local languages will be an additional advantage.
- f) Genuine enthusiasm for, interest in and understanding of George Town heritage.
- g) Strong work ethic and trustworthy with high integrity.
- h) Other cultural or heritage related experience and training will be added value.
- i) Strong capacity in multi-tasking and highly organized with meticulous attention to detail.
- j) Able to work independently, collectively, and in a responsible manner.
- k) Able to work on weekends or in the evenings to as required by the management to mitigate and address urgent related matters.

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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