

**GTWHI\_JD-03-03-06**  
**TOWN PLANNER**

- 1. Job Title** : Town Planner
- 2. Department** : Built Environment and Management
- 3. Reports to** : Manager, Built Environment and Management Department
- 4. Supervisee** : Nil

**5. Main Purpose of Job**

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, able to work as a team within the Government Linked-Company working environments, with the aim to sustain and maintain the Outstanding Universal Value of George Town UNESCO World Heritage Site. She or he will be supporting the Department of Built Environment and Management, and is expected to perform the following tasks and responsibilities in a highly professional manner. The Town Planner reports to the Manager of Built Environment and Management Department.

- 6. Type of Contract** : Full-time
- 7. Duration** : Open-ended

**8. Duties**

- 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.

**GTWHI\_JD-03-03-06**  
**TOWN PLANNER**

- h) Participate in the documentation and implementation of planning policies and standard operating procedures to ensure the effective operation of the company.
- i)
- j) Monitor activities related to construction, restoration and repair of heritage properties within George Town World Heritage Site.
- k) Ensure the integration of a gender equality, cultural diversity and human rights-based approach in program/activity design, implementation and reporting.
- l) Establish and maintain effective working relationships with colleagues.
- m) Maintain proper working file record and documentation.
- n) Undertake other duties as assigned by the supervisor or the General Manager.

**9. Qualification and Experience**

- a) Bachelor degree or higher qualifications or equivalent qualifications in field of urban and regional planning, urban design, or town planning.
- b) At least four years of working experience in the relevant field.
- c) Knowledge of computer applications, particularly Microsoft Office applications, AutoCAD, ArcGIS and other database software.
- d) Knowledge of the cultural and heritage related conventions, acts, enactments and regulations.
- e) Proficiency in English and Malay (both oral and written) is required; knowledge of Mandarin or Tamil is an advantage.
- f) Knowledge and experience of Adobe Suite, InDesign, Ragic or other related software will be added value.
- g) Other cultural or heritage related experience and training will be added value.
- h) Has an intuitive and common-sense approach to developing practical solutions.
- i) Genuine enthusiasm for, interest in and understanding of George Town heritage.
- j) Good written and oral presentation skills.
- k) Project management skills in managing multiple deadlines.
- l) Ability to communicate sensitively and effectively with people.
- m) Trustworthy and strong work ethic with high integrity.

**GTWHI\_JD-03-03-06  
TOWN PLANNER**

- n) Highly organised with meticulous attention to detail.
- o) High resistance to extended work pressure
- p) Discretion and confidentiality.
- q) Self-motivated and able to work independently, collectively, and in a responsible manner.
- r) Willingness to work on weekends or in the evenings to mitigate and address urgent matters.

\*\*\*