

GTWHI JD-03-04-03
CULTURAL HERITAGE OFFICER 1

- 1. Job Title** : Cultural Heritage Officer 1
- 2. Department** : Cultural Heritage Research and Development
- 3. Reports to** : Manager, Cultural Heritage Research and Development Department
- 4. Supervisee** : Nil

5. Main Purpose of Job

The Cultural Heritage Officer 1 is responsible to prepare, manage, and execute cultural heritage-related enquiries, projects, documentation, and policy preparation. The Cultural Heritage Officer shall have strong project management skills, 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. The Cultural Heritage Officer 1 reports to the Manager of Cultural Heritage Research and Development Department.

- 6. Type of Contract** : Full-time

- 7. Duration** : Open-ended

8. Duties

- 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 seek funding for project execution.
- c) Execute and manage projects, including writing reports and producing project outcomes as planned.
- d) Ensure work meets project standards, 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 consistently to ensure the effective operation of the company.

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- k) Provide task updates to the management monthly and as necessarily required.
- l) Ensure the integration of a gender equality, cultural diversity and human rights-based approach in program/activity design, implementation and reporting.
- m) Maintain proper working file record and documentation.
- n) Establish and maintain effective working relationships with colleagues.
- o) Maintain proper working file record and documentation.
- p) Undertake other duties as assigned by the supervisor or the General Manager.

9. Qualification and Experience

- a) Degree or higher qualifications in any social sciences, museology, cultural heritage management, anthropology or related field subjects.
- b) At least four years of professional working experience.
- c) Other cultural or heritage related experience and training will be added value.
- d) Sound 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) Advance knowledge of computer applications, particularly Microsoft Office, Ragic, and other database software.
- g) Genuine enthusiasm for, interest in and understanding of George Town heritage.
- h) Proven project management skills in managing multiple deadlines.
- i) Demonstrated ability to communicate sensitively and effectively with people.
- j) Established troubleshooting skills to effective and efficient solutions.
- k) Trustworthy, strong work ethic with high integrity.
- l) Highly organised with meticulous attention to detail.
- m) Discretion and confidentiality.
- n) Self-motivated and able to work independently, collectively, and in a responsible manner.



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- o) Willingness to work on weekends or in the evenings to mitigate and address urgent matters.
