

GTWHI_JD-04-03-02
BUILT ENVIRONMENT AND MANAGEMENT ASSISTANT 2

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

5. Main Purpose of Job

The Built Environment and Monitoring Assistant 2 is responsible to assist the conservation, restoration, monitoring, and management activities on built heritage within and beyond the 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 Built Environment and Management Assistant 2 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 on archaeological sites within and beyond George Town UNESCO World Heritage Site.
- b) Record sites and analyse finding, including grouping, identifying and classifying.
- c) Prepare reports for every project or task given.
- d) Preserve and assist in curating and display of artefacts.
- e) Collaborate with local authorities and government agencies to ensure necessary action is engaged promptly and effectively.
- f) Investigate complaints and enquiries on archaeological related issues.
- g) Research, survey and assess sites using a variety of methods including excavating, field walking, geophysical survey and aerial photography.
- h) Provide information to the public about archaeological works.
- i) Establish and maintain effective working relationships with colleagues.
- j) Provide task updates to the management monthly and as necessarily required.
- k) Maintain proper working file record and documentation.

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l) Undertake other duties as assigned by the supervisor or the General Manager.

9. Qualification and Experience

- a) Diploma or higher qualifications in Quantity Survey, Housing, Building, Town Planning, Archaeology, Architecture, Interior Design or related subjects.
- b) No established working experience needed.
- c) Other cultural or heritage related experience and training will be added value.
- d) Proficiency in English and Malay (both oral and written) is required; knowledge of Mandarin or Tamil is an advantage.
- e) Knowledge of computer applications, particularly Microsoft Office applications, AutoCAD, ArcGIS and other database software.
- f) Knowledge of Adobe Suite, InDesign, Ragic or other related software will be added value.
- g) Genuine enthusiasm for, interest in and understanding of George Town heritage.
- h) Demonstrated ability to communicate sensitively and effectively with people.
- i) Trustworthy and strong work ethic with high integrity.
- j) Highly organised with meticulous attention to detail.
- k) Discretion and confidentiality.
- l) Self-motivated and able to work independently, collectively, and in a responsible manner.
- m) Willingness to work on weekends or in the evenings to mitigate and address urgent matters.
