

GTWHI_JD-03-03
BUILT ENVIRONMENT AND MANAGEMENT ASSISTANT 3

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

5. Main Purpose of Job

The Built Environment and Monitoring Assistant 3 is responsible for ensuring that the conservation, restoration, monitoring, and management activities on built heritage within and beyond the George Town UNESCO World Heritage Site are conducted in accordance with building codes and conservation guidelines. The Built Environment and Management Assistant 3 reports to the Built Environment and Management Manager.

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

8. Duties

- a) Assist in conducting site visits and monitoring activities to ensure that all archaeological, construction, restoration and repair of heritage properties within and beyond George Town World Heritage Site are conducted in accordance with building codes and conservation guidelines.
- b) Assist in researching the history, construction techniques, and architectural significance of heritage buildings.
- c) Assist in managing archaeological, conservation, restoration, renovation and reparation-related projects including procurement, documentation and filing process.
- d) Assist in conducting surveys of heritage buildings to document their architectural elements, materials, and condition.
- e) Assist in preparing Heritage Management Plans, Heritage Impact Assessments Guidelines, Design and Conservation Guidelines and other conservation reports and policies.
- f) Assist in engaging with the public and stakeholders to raise awareness for safeguarding George Town UNESCO World Heritage Site by helping organise public events, meetings, workshops, focus group discussions, and educational programs related to conservation.
- g) Assist in preparing mapping, architectural drawings, sketches, and renderings.

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- h) Assist in managing and maintaining heritage building inventory and database.
- i) Assist and provide technical support and guidance to property owners, developers, consultants, contractors, building users, and local officials on heritage conservation best practices, adaptive reuse strategies, and rehabilitation techniques.
- j) Assist in coordinating conservation projects, including liaising with contractors, suppliers, and other stakeholders.
- k) Assist in responding to public enquiries and complaints on conservation-related issues.
- l) Assist in providing consultation to stakeholders, including the government, local communities and property owners on conservation guidelines, usage of materials, repairs and maintenance strategies and sustainable building methods for heritage buildings.
- m) Ensure the integration of gender equality, cultural diversity and human rights-based approach in program/activity design, implementation and reporting.
- n) Provide cross-department support as assigned.
- o) Provide task updates to the management monthly.
- p) Establish and maintain effective working relationships with colleagues.
- q) Maintain proper working file records and documentation.
- r) Undertake other duties as assigned by the supervisor or the General Manager.

9. Requirements

- a) Bachelor's degree or higher qualification in quantity surveying, housing, building, town planning, archaeology, architecture, interior design or related subjects.
- b) No established working experience is required.
- c) Proficiency in English and Malay (both oral and written) is required; knowledge of Mandarin or Tamil is an advantage.
- d) Knowledge of computer applications, particularly Microsoft Office applications, AutoCAD and/or ArcGIS.
- e) Other cultural or heritage-related experience and training will be added value.
- f) Basic knowledge of the cultural and heritage-related conventions, acts, enactments and regulations.
- g) Genuine enthusiasm for, interest in and understanding of George Town's heritage.

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- h) Good communication, engagement and interpersonal skills.
- i) Trustworthy and strong work ethic with high integrity.
- j) Highly organised with meticulous attention to detail.
- k) Proactive nature.
- 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.
