

**GTWHI\_JD-03-03-03**  
**CULTURAL HERITAGE ASSISTANT 3**

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

**5. Main Purpose of Job**

The Cultural Heritage Assistant 3 is responsible to assist in preparing, managing, and executing cultural heritage-related enquiries, project execution, documentation, and policy preparation. The Cultural Heritage Assistant 3 reports to the Cultural Heritage Research and Development Manager.

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

**8. Duties**

- a) Assist in the compilation, maintenance, and management of database.
- b) Assist in the investigation of sites, objects and elements of cultural heritage significance.
- c) Assist in preparing project proposals and seeking funding for project execution.
- d) Assist in project execution, including writing reports and producing project outcomes as planned.
- e) Assist in preparation of policy for the protection and conservation of the George Town UNESCO World Heritage site's cultural heritage.
- f) Assist in the conduct of capacity building activities for the World Heritage Site's stakeholders.
- g) Assist in the preparation of reports, articles, speeches, press statements, and presentation slides.
- h) Conduct field visits and assist in data collection and data management.
- i) Assist in the response to public enquiries, comments and complaints regarding issues related to cultural heritage in George Town UNESCO World Heritage Site.

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- j) Assist in the consultation with stakeholders, including the government and local communities on living heritage safeguarding and object conservation.
- k) Provide cross-department support as assigned.
- l) Provide task updates to the management monthly.
- m) Transmit information about the World Heritage site to the general public.
- n) Deliver presentations at visitations, meetings, seminars and events.
- o) Ensure the integration of gender equality, cultural diversity and human rights-based approach in program/activity design, implementation and reporting.
- 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) Degree or higher qualification in the field of social sciences, museology, cultural heritage management, anthropology 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, Ragic, or other database software.
- e) Knowledge of the cultural and heritage-related conventions, acts, enactments and regulations.
- f) Other cultural or heritage-related experience and training will be added value.
- g) Genuine enthusiasm for, interest in and understanding of George Town's heritage.
- h) Good communication, engagement and interpersonal skills.
- i) Trustworthy and strong work ethic with high integrity.
- j) Highly organized with meticulous attention to detail.
- k) Proactive nature.



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- 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.

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