



CAREER OPPORTUNITIES IN **CAAM**

**PERSONNEL FOR MALAYSIA SHORT-TERM
EMPLOYMENT PROGRAMME (MySTEP)
MANAGEMENT SERVICES DIVISION
QUALIFICATION: BACHELOR'S DEGREE
LOCATION: PUTRAJAYA**

Eligible candidates are encouraged to apply for the aforementioned position by submitting the application form, resume, academic qualifications and supporting documents via www.caam.gov.my/resources/announcements/career/. Kindly note that only applications submitted through **CAAM website** will be considered.

Application deadline is on **7th October 2024, at 11:59 p.m.**

*Recruitments are subject to vacancies, and only candidates who have been shortlisted for an interview will be contacted.



**PERSONNEL FOR MALAYSIA SHORT-TERM EMPLOYMENT PROGRAMME
(MySTEP)
MANAGEMENT SERVICES DIVISION
(QUALIFICATION: BACHELOR'S DEGREE)**

Job Description:

1. Responsible for overseeing, organizing, storing, and analyzing data related to the system.
2. Responsible for developing procedures and policies for data management in the unit.
3. Overseeing CAAM's contract's terms by identifying and resolving issues with ongoing contracts, alerting parties to renewals or extensions and tracking all communications between Business Owners.
4. Overseeing the continuous monitoring records for related contract documents as well as other duties as directed by the immediate supervisor from time to time.

**JADUAL 1:
KADAR UPAH BULANAN
TERMASUK CARUMAN PERKESO DAN KWSP**

Jenis/Kompleksiti Tugas Berdasarkan Kesetaraan Akademik	Upah (RM)
Setaraf Ijazah Sarjana Muda	2,100
Setaraf Diploma/ Sijil Tinggi Pelajaran Malaysia	1,900
Setaraf Sijil Pelajaran Malaysia	1,700
Tiada Sijil Pelajaran Malaysia	1,500

**JADUAL 2:
KEMUDAHAN YANG DIBERIKAN KEPADA
PERSONEL MySTEP**

Bil.	Jenis Kemudahan	Perincian
1.	Cuti rehat	12 hari setahun. Dikira secara purata (<i>prorate</i>) berdasarkan tempoh kontrak.
2.	Cuti sakit	14 hari setahun. Dikira secara purata (<i>prorate</i>) berdasarkan tempoh kontrak.
3.	Perlindungan Sosial	(a) Caruman KWSP; dan (b) Caruman PERKESO.

**JADUAL 3:
KADAR ELAUN MENJALANKAN TUGAS RASMI DI DALAM NEGERI
BAGI PERSONAL MYSTEP**

Elaun	Lantikan setara kelayakan akademik	Kadar Elaun				
		Semenanjung Malaysia		Sabah dan Sarawak		
Elaun Makan	Ijazah Sarjana Muda	RM45		RM65		
	Diploma / STPM	RM40		RM55		
	SPM	RM40		RM55		
	Tiada SPM	RM35		RM50		
Elaun Harian	Ijazah Sarjana Muda	Separuh daripada kelayakan Elaun Makan				
	Diploma / STPM					
	SPM					
	Tiada SPM					
Bayaran Sewa Hotel/ Elaun Lojing		Semenanjung Malaysia		Sabah dan Sarawak		
		Hotel	Lojing	Hotel	Lojing	
		Ijazah Sarjana Muda	RM220	RM60	RM250	RM70
		Diploma / STPM	RM200	RM50	RM230	RM60
		SPM	RM180	RM50	RM210	RM60
Tiada SPM	RM160	RM50	RM190	RM60		
Elaun Perjalanan Kenderaan		Sukatan Silinder (s.s)				
		≥500 s.s		<500 s.s		
		Ijazah Sarjana Muda	50 sen		40 sen	
		Diploma / STPM	40 sen		30 sen	
SPM / Tiada SPM	30 sen		20 sen			

Nota: Kadar yang ditetapkan bagi Personel MySTEP adalah berdasarkan Garis Panduan ini tertakluk kepada syarat yang ditetapkan sebagaimana yang dinyatakan dalam Pekeliling Perbendaharaan Malaysia WP.1.4

Elaun	Lantikan setara kelayakan akademik	Kadar Elaun
Kemudahan Perjalanan Udara Rasmi	Ijazah Sarjana Muda	Personel MySTEP layak untuk menggunakan kemudahan perjalanan udara rasmi bagi perjalanan dalam negara (domestik) seperti mana ketetapan Pekeliling Perbendaharaan Malaysia WP 2.5 Kemudahan Perjalanan Udara Rasmi.
	Diploma / STPM	
	SPM	
	Tiada SPM	