



# CAREER OPPORTUNITIES IN **CAAM**

## **PERSONNEL FOR MALAYSIA SHORT-TERM EMPLOYMENT PROGRAMME (MySTEP) STATE SAFETY PROGRAM (SSP) UNIT QUALIFICATION: DIPLOMA/STPM 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/](http://www.caam.gov.my/resources/announcements/career/). Kindly note that only applications submitted through **CAAM website** will be considered.

Application deadline is on **12<sup>th</sup> January 2025, 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)  
STATE SAFETY PROGRAM (SSP) UNIT  
(QUALIFICATION: DIPLOMA/STPM)**

Engaging actively in the facilitation of meetings by assisting in their meticulous preparation and diligently recording comprehensive meeting minutes; employing analytical skills to perform thorough data analysis; meticulously compiling and organizing an array of documentation; fostering effective communication and collaboration with various units to ensure the timely acquisition of updates and pertinent information; and, in alignment with the dynamic nature of the role, carrying out a diverse set of additional tasks and duties as directed by the supervisor.

**JADUAL 1:  
KADAR UPAH BULANAN PERSONEL MySTEP  
(TERMASUK CARUMAN PERKESO DAN KWSP)**

<b>Jenis/ Kompleksiti Tugas Berdasarkan Kesetaraan Akademik</b>	<b>Kadar Upah</b>
Setaraf Ijazah Sarjana Muda	RM2,100
Setaraf Diploma/ Sijil Tinggi Pelajaran Malaysia	RM1,900
Setaraf Sijil Pelajaran Malaysia	RM1,700
Tiada Sijil Pelajaran Malaysia	RM1,500

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

<b>Bil.</b>	<b>Jenis Kemudahan</b>	<b>Perincian</b>
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, BAYARAN DAN KEMUDAHAN MENJALANKAN TUGAS  
RASMI DI DALAM NEGERI BAGI PERSONAL MYSTEP**

Elaun / Bayaran/ Kemudahan	Lantikan setara Kelayakan akademik	Kadar Elaun			
		Semenanjung Malaysia		Sabah dan Sarawak	
Elaun Makan	Ijazah Sarjana Muda	RM45		RM65	
		RM40		RM55	
	SPM		RM55		
	Tiada SPM		RM50		
Elaun Harian	Ijazah Sarjana Muda / Diploma / STPM / SPM / Tiada SPM	Separuh daripada kelayakan Elaun Makan			
Bayaran Sewa Hotel/ Elaun Lojing	Ijazah Sarjana Muda	Semenanjung Malaysia		Sabah dan Sarawak	
		Hotel	Lojing	Hotel	Lojing
		RM220	RM60	RM250	RM70
	Diploma / STPM	RM200	RM50	RM230	RM60
	SPM	RM180	RM50	RM210	RM60
Tiada SPM	RM160	RM50	RM190	RM60	

<b>Elaun / Bayaran/ Kemudahan</b>	<b>Lantikan setara Kelayakan akademik</b>	<b>Kadar Elaun</b>
Elaun Perjalanan Kenderaan	Ijazah Sarjana Muda / Diploma / STPM / SPM / Tiada SPM	<p><u>Kadar Mengikut Jenis Kenderaan (sen/km)</u></p> <p>1. 500 km pertama: Kereta 85 sen / Motosikal 55 sen</p> <p>2. 501 km dan seterusnya: Kereta 75 sen / Motosikal 45 sen</p>
Tambang Pengangkutan Awam	Ijazah Sarjana Muda / Diploma / STPM / SPM / Tiada SPM	<p>Personel MySTEP yang tidak menggunakan kenderaan sendiri atau kenderaan yang disediakan oleh Kerajaan atau Penganjur bagi menjalankan tugas rasmi, sama ada di dalam atau di luar Ibu Pejabatnya, adalah layak menuntut Tambang Pengangkutan Awam seperti berikut:</p> <p>(a) Teksi/ Kereta Sewa/ Bas/ Motobot/ jenis pengangkutan lain dalam kategori ini.</p> <p><i>Tambang lazim yang dikenakan bagi sesuatu perjalanan tersebut dan disokong dengan resit sekiranya resit ada dikeluarkan.</i></p> <p>(b) Kereta Api/ Kapal Laut/ jenis pengangkutan lain dalam kategori ini.</p>
Kemudahan Perjalanan Udara Rasmi	Ijazah Sarjana Muda / Diploma / STPM / SPM / Tiada SPM	<p>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.</p>