



CAREER OPPORTUNITIES IN **CAAM**

PERSONNEL FOR MALAYSIA SHORT-TERM EMPLOYMENT PROGRAMME (MySTEP) AIR NAVIGATION SERVICES AND AERODROME DIVISION

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/. Kindly note that only applications submitted through **CAAM website** will be considered.

Application deadline is on **20th February 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)
AIR NAVIGATION SERVICES AND AERODROME DIVISION
(QUALIFICATION: DIPLOMA/STPM)**

JOB DESCRIPTION:

1. Inputting data for new applications regarding obstacle height limitations and analyzing the data entries for new obstacle height limitation applications and approvals issued into the Aerodrome Development Database, for evaluation by Aerodrome and Ground Aids (AGA) Inspectors.
2. Drafting notification letters and approval letters for obstacle height limitation appeals.
3. Acting as the secretariat for Obstacle Height Limitation Appeal Meetings and documenting the minutes of such meetings.
4. Compiling supporting documents for the preparation of Obstacle Height Limitation Appeal Consideration Papers to be presented to Technical and Licensing Committee (TLC).
5. Drafting the initial version of the Obstacle Height Limitation Appeal Consideration Paper.
6. Gathering input data and updating the Dashboard Reporting Unit for Aerodrome Development.
7. Performing various additional tasks and duties as instructed by the supervisor or any senior officer.
8. Carrying out other assigned tasks as needed, in alignment with the division's requirements.

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

Jenis/ Kompleksiti Tugas Berdasarkan Kesetaraan Akademik	Kadar Upah
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**

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, 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	

Elaun / Bayaran/ Kemudahan	Lantikan setara Kelayakan akademik	Kadar Elaun
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>