



CAREER OPPORTUNITIES IN **CAAM**

**PERSONNEL FOR MALAYSIA SHORT-TERM
EMPLOYMENT PROGRAMME (MySTEP)**

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

Application deadline is on **12th 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.



WWW.CAAM.GOV.MY



CIVIL AVIATION AUTHORITY OF MALAYSIA



CAA_MALAYSIA

**PERSONNEL FOR SHORT-TERM EMPLOYMENT PROGRAMME
(MySTEP) HUMAN RESOURCE UNIT
(QUALIFICATION: DIPLOMA/STPM)**

Responsible for performing tasks in the recruitment unit including vacancy advertisement management on CAAM's website and social pages, onboarding management of new officers at CAAM on a regular basis, management of officer interviews at CAAM (registration, logistics and admin) and preparation of personal documents/files of officers at CAAM.

RESPONSIBILITIES

- Responsible to assist in general administrative tasks, services, processing, data collection and updating information.
- Assisting in the preparation of draft minutes of the Human Resource Development Committee (JPSM) and Numeration and Remuneration Committee (NRC) meetings
- Assisting in the management of personal files at CAAM
- Assist in the management of Human Resource Guidelines involving recruitment, services and training matters.

ACADEMIC QUALIFICATIONS AND EXPERIENCE

- At least a Diploma/STPM or equivalent in any field. Have experience in management or HR.

**JADUAL 1:
KADAR UPAH BULANAN 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>