



CAREER OPPORTUNITIES IN **CAAM**

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

QUALIFICATION: SPM

LOCATION: SELANGOR & JOHOR

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 **30th March 2025, at 11:59 p.m.**

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





The Civil Aviation Authority of Malaysia (CAAM) is on the lookout for talented individuals who are eager to kickstart their career journey with us as **PERSONNEL SHORT-TERM EMPLOYMENT PROGRAM (MySTEP)**.

Requirements:

- Malaysian citizenship;
- Fresh graduate or up to 2 years of experience in a relevant field;
- Fluency in both English and Bahasa Malaysia (written and spoken); and
- A keen interest working within a government body.

DETAILS	QUALIFICATIONS	JOB DESCRIPTIONS
Salary Offered: RM1,700.00/month Contract: Yearly basis Benefits: https://shorturl.at/BNOfD Number of Vacant: 1 Location: CAAM Johor	SPM and Diploma in: Any relevant field	i. Oversee administrative tasks, including correspondence management, record-keeping, and official document preparation. ii. Manage inventory and oversee the receipt of office supplies, stationery, and equipment. iii. Prepare administrative reports, coordinate logistics, and ensure compliance with procurement policies for smooth operations. iv. Perform any other duties as assigned.
Salary Offered: RM1,700.00/month Contract: Yearly basis Benefits: https://shorturl.at/BNOfD Number of Vacant: 1 Location: Malaysia Aviation Academy (MAvA), Sepang, Selangor	SPM and Diploma in: Any relevant field	i. Coordinate and ensure the smooth management and operation of the hostel. ii. Monitor the cleanliness and safety of the hostel while ensuring all facilities are in good condition. iii. Manage the registration, placement, and records of hostel residents. iv. Act as a mediator in resolving any issues related to hostel residents. v. Oversee residents' compliance with hostel regulations. vi. Report any facility damages to the relevant parties for necessary repairs. vii. Coordinate routine and emergency maintenance work in the hostel.

		<ul style="list-style-type: none">viii. Manage residents' requests related to hostel services and facilities.ix. Prepare periodic reports on hostel conditions for MAVA management.
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How to Apply:

For further details, interested candidates may apply through the CAAM website at www.CAAM.gov.my.

For details info regarding MySTEP, please refer to <https://shorturl.at/vaHyf>

Closing Date of Application: 30th March 2025

*Due to the high volume of applications received, only shortlisted candidates will be contacted. If you do not receive a response within three months, please consider your application unsuccessful.