



CAREER OPPORTUNITIES IN **CAAM**

PERSONNEL FOR MALAYSIA SHORT-TERM EMPLOYMENT PROGRAMME (MySTEP) AIR NAVIGATION SERVICES AND AERODROME DIVISION QUALIFICATION: DIPLOMA/STPM

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 **28th April 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
<p>Salary Offered: RM1,900.00/month</p> <p>Contract: Yearly basis</p> <p>Benefits: https://shorturl.at/BNOfD</p> <p>Number of Vacant: 1</p> <p>Location: Air Navigation Services and Aerodrome Division CAAM HQ, Putrajaya</p>	<p>SPM and Diploma in: Any relevant field</p>	<ol style="list-style-type: none"> i. Inputting data for new applications regarding obstacle height limitations and analysing 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. ii. Drafting notification letters and approval letters for obstacle height limitation appeals. iii. Acting as the secretariat for Obstacle Height Limitation Appeal Meetings and documenting the minutes of such meetings. iv. Compiling supporting documents for the preparation of Obstacle Height Limitation Appeal Consideration Papers to be presented to Technical and Licensing Committee (TLC). v. Drafting the initial version of the Obstacle Height Limitation Appeal Consideration Paper. vi. Gathering input data and updating the Dashboard Reporting Unit for Aerodrome Development. vii. Performing various additional tasks and duties as instructed by

		the supervisor or any senior officer. viii. Carrying out other assigned tasks as needed, in alignment with the division's requirements.
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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: 28th April 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.