



CAREER OPPORTUNITIES IN **CAAM**

PERSONNEL FOR MALAYSIA SHORT-TERM EMPLOYMENT PROGRAMME (MySTEP)

QUALIFICATION: SPM

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 **14th 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.



WWW.CAAM.GOV.MY



CIVIL AVIATION AUTHORITY OF MALAYSIA



CAA_MALAYSIA



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: RM1,700.00/month</p> <p>Contract: Yearly basis</p> <p>Benefits: https://shorturl.at/BNOfD</p> <p>Number of Vacant: 1</p> <p>Location: Flight Operations Division (Operations), CAAM HQ, Putrajaya</p>	<p>SPM and Diploma in: Any relevant field</p>	<ol style="list-style-type: none"> Acting as the primary liaison for new applications and assisting in organising introduction meetings such as Pre-Application and Formal Application briefings. Supporting document assessments to ensure applicant readiness before inspections by Flight Operations Inspectors. Assisting in the preparation and submission of briefing papers to the Technical Licensing Committee Secretariat. Coordinating the issuance of certificates for successful applicants. Providing technical consultation to applicants when required. Supporting the coordination and administration of Nominated Post Holder (NPH) interviews to ensure fairness and consistency. Assisting in the preparation, review, and evaluation of interview materials and assessment questions. Preparing interview reports, recommendations, and notifications. Performing any other duties assigned by the Director of Flight Operations and Unit Head from time to time.

DETAILS	QUALIFICATIONS	JOB DESCRIPTIONS
Salary Offered: RM1,700.00/month Contract: Yearly basis Benefits: https://shorturl.at/BNOfD Number of Vacant: 1 Location: Flight Operations Division (Licensing), CAAM HQ, Putrajaya	SPM and Diploma in: Any relevant field	i. Assisting in the accurate and efficient entry of flight licensing-related data into various systems and databases. ii. Supporting the maintenance and record-keeping of pilot, flight instructor, and flight examiner data. iii. Assisting in the issuance, validation, and verification of licences. iv. Providing support for tasks related to the eCLIPSE system. v. Assisting with documentation related to audit processes. vi. Supporting the handling of incoming and outgoing licensing correspondence. vii. Carrying out any other duties as assigned by the Director of Flight Operations and Unit Head from time to time.

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: 14th 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.