



**JOB DESCRIPTION FOR PERSONEL MYSTEP  
HUMAN RESOURCE MANAGEMENT UNIT**

1. Assisting in preparation of contract agreement for the newly appointed officers (Contract of Service, Contract for Service and MySTEP);
2. Assisting in preparation of related documentations for the newly appointed officers (Contract Of Service, Contract For Service, and MySTEP);
3. Assisting in preparation of meeting report and any task related to recruitment;
4. Assisting in handling interview process for recruitment; and
5. Assisting in handling other tasks instructed from time to time.



### **JOB DESCRIPTION: MYSTEP (ASSET & STOR MANAGEMENT)**

- Assist, Manage, Coordinate and Monitor the management of assets and stores to ensure that related matters can run smoothly and meet the needs of the organization to operate in accordance with the procedures/circular regulations in force.
- Assist in planning and drafting movable asset applications in each PTJ;
- Assist in coordinating expenditure allocation for the purchase of assets and stores in CAAM
- To monitor and implement the management and reporting of movable assets and CAAM stores.