



JOB OPENING!



N CAAM

**ADMINISTRATIVE ASSISTANT GRADE N19
(CONTRACT OF SERVICE)**

**VACANCY : 2
(KOTA KINABALU & TAWAU)**

JOB DESCRIPTION:

- Responsible for performing clerical and operational duties at the Implementing Group level which include clerical and operational aspects (including, but not limited to, general administrative duties, personnel management, counter and processing services, data and information collection, operation of communication equipment).

Eligible candidates are invited to apply for the above position by submitting application form, resume, academic qualifications, and any supporting documents via www.caam.gov.my/resources/announcements/career/. Kindly note that only applications submitted via CAAM website are accepted for the hiring process.

The closing date for application is before 5pm, 23rd September 2021

*Recruitments are subject to vacancy and only shortlisted candidates will be called for an interview.

(CIVIL AVIATION AUTHORITY OF MALAYSIA)

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