



JOB OPENING!

N CAAM

**ADMINISTRATIVE OFFICER GRADE N41
(FINANCE OFFICER)
VACANCY: 1**

JOB DESCRIPTION:

Responsible for the overall budget planning of CAAM and financial record inclusive of budget planning and monitoring to ensure compliance with the Government circulars and standard procedures. Budget management includes the process of designing, reviewing, presenting, monitoring and reporting on budget performance:

1. Timely planning and preparation of the organisations yearly budget.
2. Monitor, supervise and handle the budgets of each division.
3. Oversee the operations and competency performance of the Budget units.
4. Perform any additional task as per required from time to time.

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 **5:00pm, 10th October 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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