



Now Hiring

**PERSONEL SHORT-TERM EMPLOYMENT PROGRAMME
(MySTEP)**

LOCATION: FINANCE DEPARTMENT, CAAM HQ

Eligible candidates are encouraged to apply for the aforementioned position by submitting **application form, resume, academic qualifications, and supporting documents** via www.caam.gov.my/resources/announcements/career/. Kindly note that only applications submitted through the **CAAM website** will be considered.

Deadline for applications is **7th October, 2022, at 11:59 p.m.**

*Recruitments are subject to vacancies, and only candidates who have been shortlisted for an interview will be contacted.

**PERSONEL SHORT-TERM EMPLOYMENT PROGRAMME (MySTEP)
FINANCE DEPARTMENT
(QUALIFICATION: DIPLOMA)**

JOB DESCRIPTION:

Responsible for performing tasks in accordance with the function of the Finance Division such as file/document maintenance tasks, calculations, and schedules for the purpose of preparing financial statements for the financial year 2022; Assist in revising editable Financial Statements; Collecting and reorganize the information and schedule for the auditing of the 2021 Financial Statements; Assist in collect and coordinate report bill and EFT 14 days MOT; Organize and assist in sorting of files to ensure the data/file room storage is always neat, clean and organized; and other duties as directed by the supervisor.

**PERSONEL SHORT-TERM EMPLOYMENT PROGRAMME (MySTEP)
FINANCE DEPARTMENT
(QUALIFICATION: SPM)**

JOB DESCRIPTION:

Responsible for assisting in the preparation of the Annual Income Statement template (EC Form) for all officers under the HQ and examined by the Supervisor; Assist in preparing excel tables/templates; Organize and assist in sorting files to ensure the data/file room storage is always neat, clean and organized; Sorting damaged documents which can no longer be used; Help in sorting all the documents in the voucher room for moving purposes; Stamp, punch and keep the document in the financial file; Deliver/pick up letters to/from other departments and the Ministry of Transport (MOT) on a daily basis; and Photocopies of documents/ letters/ other tasks/ and ad hoc work tasks as directed from time to time.