



WE ARE HIRING

**PERSONEL FOR SHORT-TERM EMPLOYMENT
PROGRAMME**

(MySTEP)

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 **13th April 2023, at 11:59 p.m.**

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



**PERSONEL FOR SHORT-TERM EMPLOYMENT PROGRAMME (MySTEP)
INFORMATION & COMMUNICATION TECHNOLOGY (ICT) UNIT
(QUALIFICATION: DIPLOMA)**

JOB DESCRIPTION:

Assist in preparing the required documents for CAAM's Digitalization Strategic Plan Project; Help maintain developed systems for finance, human resource, assets and others; Help produce a dashboard (data visualization) for top management; Help develop in-house systems and test out the developed system; Help troubleshoot problems or issues related to the system; Assist with ICT project documentation; and To assist other tasks and duties from time to time as directed by the supervisor.