



CAREER OPPORTUNITIES IN **CAAM**

PERSONNEL FOR MALAYSIA SHORT-TERM EMPLOYMENT PROGRAMME (MySTEP)

QUALIFICATION: DIPLOMA/STPM

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 **29th January 2024, at 11:59 p.m.**

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



WWW.CAAM.GOV.MY



CIVIL AVIATION AUTHORITY OF MALAYSIA



CAA_MALAYSIA

REF ADS: 10/2024

**PERSONNEL FOR MALAYSIA SHORT-TERM EMPLOYMENT
PROGRAMME (MySTEP)
QUALITY AND STANDARDS DIVISION
(QUALIFICATION: DIPLOMA/STPM)**

1. Obtain data and generate statistical reports and analyses of aircraft, passenger, cargo, and mail movements for all airports in Malaysia.
2. Prepare performance reports on punctuality, delays, rescheduling, and cancellations of scheduled flights for MAB, Airasia, Airasia X, Firefly, MASWings, and Batik Air to be submitted to the Minister of Transport.
3. Coordinate the gathering of quarterly investment data from domestic and international aviation industry investment companies and submit the data to MIDA and the Secretary-General of the Ministry of Transport.
4. Collect data on total flight hours from all airlines and submit it to the Flight Operations Sector for processing.
5. Collect and compile data on the Civil Aviation Authority (CAAM) offices throughout the country through the CAAM Monthly Report from each state.
6. Supply data related to the aviation industry collected to the sections of the Civil Aviation Authority (CAAM) and external agencies as required.