



CAREER OPPORTUNITIES IN **CAAM**

**PERSONNEL FOR MALAYSIA SHORT-TERM
EMPLOYMENT PROGRAMME (MySTEP)
STATE SAFETY PROGRAM (SSP) UNIT
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 **18th March 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



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CAA_MALAYSIA

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Engaging actively in the facilitation of meetings by assisting in their meticulous preparation and diligently recording comprehensive meeting minutes; employing analytical skills to perform thorough data analysis; meticulously compiling and organizing an array of documentation; fostering effective communication and collaboration with various units to ensure the timely acquisition of updates and pertinent information; and, in alignment with the dynamic nature of the role, carrying out a diverse set of additional tasks and duties as directed by the supervisor.