



CAREER OPPORTUNITIES IN **CAAM**

**PERSONNEL FOR MALAYSIA SHORT-TERM
EMPLOYMENT PROGRAMME (MySTEP)
CORPORATE COMMUNICATION UNIT
QUALIFICATION: BACHELOR'S DEGREE
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 **11th July 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

REF ADS: 28/2024

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CORPORATE COMMUNICATION UNIT
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- a) Provide graphic design for any printed materials and CAAM publications, such as annual reports and coffee table books. The graphic design produced combines elements of art and technology and produces visuals that are able to communicate by conveying information in a more interesting way;
- b) Supply visual designs for CAAM's official requirements, including backdrops, banners, brochures, posters, ads, reports, and so forth. Visuals are those that reflect the messages found in business branding, websites, promotional materials, advertising, and multimedia;
- c) When necessary, to help as CAAM's official photographer when there is a need.

**JADUAL 1:
KADAR UPAH BULANAN
TERMASUK CARUMAN PERKESO DAN KWSP**

| Jenis/Kompleksiti Tugas Berdasarkan Kesetaraan Akademik | Upah (RM) |
|--|------------------|
| Setaraf Ijazah Sarjana Muda | 2,100 |
| Setaraf Diploma/ Sijil Tinggi Pelajaran Malaysia | 1,900 |
| Setaraf Sijil Pelajaran Malaysia | 1,700 |
| Tiada Sijil Pelajaran Malaysia | 1,500 |

**JADUAL 2:
KEMUDAHAN YANG DIBERIKAN KEPADA
PERSONEL MySTEP**

| Bil. | Jenis Kemudahan | Perincian |
|-------------|------------------------|--|
| 1. | Cuti rehat | 12 hari setahun. Dikira secara purata (<i>prorate</i>) berdasarkan tempoh kontrak. |
| 2. | Cuti sakit | 14 hari setahun. Dikira secara purata (<i>prorate</i>) berdasarkan tempoh kontrak. |
| 3. | Perlindungan Sosial | (a) Caruman KWSP; dan (b) Caruman PERKESO. |

**JADUAL 3:
KADAR ELAUN MENJALANKAN TUGAS RASMI DI DALAM NEGERI
BAGI PERSONAL MYSTEP**

| Elaun | Lantikan setara kelayakan akademik | Kadar Elaun | | | | |
|----------------------------------|------------------------------------|--|--------|-------------------|--------|------|
| | | Semenanjung Malaysia | | Sabah dan Sarawak | | |
| Elaun Makan | Ijazah Sarjana Muda | RM45 | | RM65 | | |
| | Diploma / STPM | RM40 | | RM55 | | |
| | SPM | RM40 | | RM55 | | |
| | Tiada SPM | RM35 | | RM50 | | |
| Elaun Harian | Ijazah Sarjana Muda | Separuh daripada kelayakan Elaun Makan | | | | |
| | Diploma / STPM | | | | | |
| | SPM | | | | | |
| | Tiada SPM | | | | | |
| Bayaran Sewa Hotel/ Elaun Lojing | | Semenanjung Malaysia | | Sabah dan Sarawak | | |
| | | Hotel | Lojing | Hotel | Lojing | |
| | | Ijazah Sarjana Muda | RM220 | RM60 | RM250 | RM70 |
| | | Diploma / STPM | RM200 | RM50 | RM230 | RM60 |
| | | SPM | RM180 | RM50 | RM210 | RM60 |
| Tiada SPM | RM160 | RM50 | RM190 | RM60 | | |
| Elaun Perjalanan Kenderaan | | Sukatan Silinder (s.s) | | | | |
| | | ≥500 s.s | | <500 s.s | | |
| | | Ijazah Sarjana Muda | 50 sen | | 40 sen | |
| | | Diploma / STPM | 40 sen | | 30 sen | |
| SPM / Tiada SPM | 30 sen | | 20 sen | | | |

Nota: Kadar yang ditetapkan bagi Personel MySTEP adalah berdasarkan Garis Panduan ini tertakluk kepada syarat yang ditetapkan sebagaimana yang dinyatakan dalam Pekeliling Perbendaharaan Malaysia WP.1.4

| Elaun | Lantikan setara kelayakan akademik | Kadar Elaun |
|----------------------------------|------------------------------------|---|
| Kemudahan Perjalanan Udara Rasmi | Ijazah Sarjana Muda | Personel MySTEP layak untuk menggunakan kemudahan perjalanan udara rasmi bagi perjalanan dalam negara (domestik) seperti mana ketetapan Pekeliling Perbendaharaan Malaysia WP 2.5 Kemudahan Perjalanan Udara Rasmi. |
| | Diploma / STPM | |
| | SPM | |
| | Tiada SPM | |