



CAREER OPPORTUNITIES IN **CAAM**

PERSONNEL FOR MALAYSIA SHORT-TERM EMPLOYMENT PROGRAMME (MySTEP) CORPORATE COMMUNICATIONS UNIT QUALIFICATION: DIPLOMA/STPM

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 **15th June 2025, at 11:59 p.m.**

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





The Civil Aviation Authority of Malaysia (CAAM) is on the lookout for talented individuals who are eager to kickstart their career journey with us as **PERSONNEL SHORT-TERM EMPLOYMENT PROGRAM (MySTEP)**.

Requirements:

- Malaysian citizenship;
- Fresh graduate or up to 2 years of experience in a relevant field;
- Fluency in both English and Bahasa Malaysia (written and spoken); and
- A keen interest working within a government body.

DETAILS	QUALIFICATIONS	JOB DESCRIPTIONS
<p>Salary Offered: RM1,900.00/month</p> <p>Contract: Yearly basis</p> <p>Benefits: https://shorturl.at/BNOfD</p> <p>Number of Vacant: 1</p> <p>Location: Corporate Communication Unit CAAM HQ, Putrajaya</p>	<p>Required:</p> <ul style="list-style-type: none"> • Diploma or equivalent. • Basic understanding of social media platforms and tools. • Basic knowledge on phone photography and videography skills. • Strong written and verbal communication skills. • Excellent organizational skills and attention to detail. • Ability to work independently and as part of a team. <p>Preferred:</p> <ul style="list-style-type: none"> • Diploma in communications, mass communication, public relations, marketing or any related field. • Experience in social media management or content creation. • Knowledge of social media analytics tools. • Creative skills in visual design or graphic design. • Familiar with editing tools like Capcut, Canva, Inshot, Photoshop, etc 	<p>Responsible for assisting social media officer in managing CAAM's social media presence, crafting and executing social media strategies, creating engaging content and monitoring social media activity. Assist in the creation, scheduling and management of content across various social media platforms and engage with followers and online communities. Lightly involved in public relations efforts, including media monitoring and key messaging.</p> <p>Key Responsibilities: Content Creation & Strategy</p> <ul style="list-style-type: none"> • Assist in developing and execute social media strategies aligned with CAAM's goals. This would involve creating engaging and informative content, including text, images, videos and infographics. Research and identify trending topics and opportunities to enhance social media presence.

	<p>Additional: Share examples of your work in social media like Facebook, Instagram or TikTok.</p>	<p>Platform Management</p> <ul style="list-style-type: none"> Assist in managing CAAM's social media accounts on various platforms (e.g., Facebook, X, Instagram, LinkedIn, TikTok and Youtube). Adapt content to suit different platforms and target audiences. <p>Engagement & Monitoring</p> <ul style="list-style-type: none"> Respond to comments, messages and questions on social media, monitor trends and conversations and analyse social media performance. <p>Collaboration</p> <ul style="list-style-type: none"> Work closely with other departments within CAAM to ensure alignment of messaging and strategies.
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How to Apply:

For further details, interested candidates may apply through the CAAM website at www.CAAM.gov.my.

For details info regarding MySTEP, please refer to <https://shorturl.at/vaHyf>

Closing Date of Application: 15th June 2025

*Due to the high volume of applications received, only shortlisted candidates will be contacted. If you do not receive a response within three months, please consider your application unsuccessful.