

Safer above. Safer beyond.



Building safer skies together.

**Senior Director
Legal & Secretarial
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 **20th December 2025, at 11:59 p.m.**

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

SENIOR DIRECTOR LEGAL & SECRETARIAL

Job Description

Responsible for leading, supervising, and managing all core functions within the Division, covering strategy and operations in advisory, contracts management, litigation, prosecution, and secretarial. The role ensures effective legal support, regulatory compliance, and protection of the CAAM's interests.

Advisory

- Provide legal advice and opinions on the interpretation and application of the Civil Aviation Authority of Malaysia Act 2017 [Act 788] and other relevant laws to ensure compliance and consistency of CAAM's decisions and policies.
- Provide counsel on legal, operational and corporate matters to safeguard CAAM's interests.
- Respond to legal and regulatory queries from external stakeholders, which include but not limited to other government agencies, organisations, associations, media and corporations on matters pertaining to the aviation services related laws as well as any other related matters.
- Draft, review, negotiate, advise and liaise within CAAM as well as third parties on commercial contracts and other related matters to be entered into by CAAM.
- Render advice on new subsidiary legislations, directives and circulars to be issued by CAAM.
- Review documents including but not limited to agreements, correspondences, notices, licences, and permits.
- Draft documents to be issued to stakeholders and other external parties, such as letters, notices and other correspondence.
- Conduct legal research to keep abreast with latest developments applicable to CAAM.

Contracts Management

- Review, draft and provide legal advice on contracts upon receiving request from the requesting units.
- Identify and mitigate legal risks to CAAM, and negotiate contractual terms with counterparties.

Litigation

- Respond to demand letters sent by a party who intends to initiate legal proceedings against CAAM.
- Initiate the procurement process to engage external counsels to represent the CAAM in any legal proceedings by contacting law firms for quotations and proposals as well as obtaining necessary internal approvals.
- Managing litigation matters involving CAAM, which includes supervising external counsels representing CAAM on cases already undergone the process to the courts of law as well as coordinating internally and externally on matters that have yet to proceed to litigation by endeavoring to limit exposure / risks / potential losses contingent upon CAAM.

Prosecution

- Liaise with relevant governmental agencies in relation to the prosecution of any offences under the Act 788.
- Review Investigation Papers as and when the need arises.
- Manage the administration and day-to-day undertakings of prosecution matters.

Secretarial

- Oversee the organisation of committee meetings, including preparation of notices, agendas, and meeting papers.
- Supervise the preparation of minutes, summary decisions, and resolutions.
- Ensure adherence to corporate governance and regulatory compliance requirements.

Others

- Manage administrative matters including organisational structure planning, manpower planning, and budgeting.
- Draft and vet non-legal and non-secretarial documents as required.
- Oversee day-to-day operations and performance of the Legal and Secretariat Division.

Qualifications for Appointment

Candidates must possess the following criteria:

a) Citizenship

- Malaysian citizen.

b) Academic & Professional Qualifications

- Holder of a Professional Certificate, Bachelor's Degree, Post Graduate Diploma, Professional Degree in Law from a higher education institution recognized by the Government, or an equivalent qualification.
- Must be called to the Bar.

c) Additional Requirements

- At least 15 years of experience as an in-house counsel or a legal practitioner.
- At least five (5) years of experience in a management or leadership role.
- Work experience in the aviation industry is preferred.
- Experience in government's procedures pertaining to legislation is preferred.
- Experience in drafting laws and regulations is preferred but not necessary.
- Possess relevant in-depth related technical skills and knowledge.
- Strong analytical skills and sound legal judgment.
- Solid problem solving and decision-making capabilities.
- Strong presentation and interpersonal skills.
- Excellent command of spoken and written English and Bahasa Malaysia.
- Excellent computer proficiency (MS Office – Word, Excel, Power Point and Outlook).
- Ability to work under pressure and meet deadlines.
- Ability to work independently and to carry out assignments to completion within parameters of instructions given.