

Safer above. Safer beyond.



Building safer skies together.

Special Officer to the
Deputy Chief Executive Officer
(Regulatory)
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 **8th May 2026, at 11:59 p.m.**

*Recruitment is subject to available vacancies, and only shortlisted candidates will be contacted for interviews.

SPECIAL OFFICER TO THE DEPUTY CHIEF EXECUTIVE OFFICER (REGULATORY)

Job Description

Provide strategic support and high-level coordination to the Executive by managing complex projects, facilitating stakeholder communication, and ensuring divisional goals are achieved through rigorous research and effective administrative oversight.

Job Information

- **Department:** Office of the Deputy Chief Executive Officer (Regulatory)
- **Job Position:** Executive
- **Type of Employment:** Permanent

Qualifications for Appointment

Candidates must possess the following criteria:

a) Citizenship

- Malaysian citizen.

b) Academic & Professional Qualifications

- A Degree from a recognised University or a related field from a higher education institution recognized by the Government.
- Possess extensive knowledge of Civil Aviation Directives (CADs), internal regulatory documents, and other relevant regulatory materials.
- Minimum three (3) years of experience in Regulatory or equivalent.

c) Skills and Competencies

- Well-versed in Civil Aviation Directives (CADs), internal regulatory documents, and other related regulatory materials.
- Develop and maintain dashboards, reports, and data summaries for management reporting purposes.
- Excellent verbal and written communication skills, with the ability to effectively engage internal and external stakeholders.
- Proficient in Microsoft Office applications (Excel, Word, PowerPoint, and Outlook) as well as Microsoft Power BI. Proficiency in project management tools and AI-based applications is an added advantage.