

Safer above. Safer beyond.



Building safer skies together.

Head of 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 **5th June 2026, at 11:59 p.m.**

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

HEAD OF SECRETARIAL

Job Description

Responsible for managing and coordinating the secretarial and governance functions within the Authority, ensuring compliance with all statutory/regulatory obligations and internal governance frameworks. The role involves supporting the Board, Authority Members, Committees, and the Senior Management by facilitating meetings, maintaining accurate records, and ensuring transparent and efficient decision-making processes. The role ensures that the organization adheres to best practices in corporate governance, maintains regulatory integrity, and upholds public trust through the timely and accurate execution of secretarial duties.

Job Information

- **Department:** Legal and Secretarial
- **Job Position:** Senior Manager
- **Type of Employment:** Permanent

Qualifications for Appointment

Candidates must possess the following criteria:

a) Citizenship

- Malaysian citizen.

b) Academic & Professional Qualifications

- A Bachelor of Laws (LLB Hons) or a related field from a higher education institution recognized by the Government.
- Postgraduate Diploma in a relevant field is an added advantage.
- Professional certification from the Malaysian Institute of Chartered Secretaries and Administrators (MAICSA) or an equivalent professional body.
- Admission to the Malaysian Bar as an Advocate and Solicitor is preferred.
- Minimum of five (5) years of relevant working experience in company secretarial and corporate governance functions.
- Experience working with government agencies, statutory bodies, or regulatory authorities is an advantage.

c) Skills and Competencies

- Strong analytical and drafting skills with the ability to prepare clear and well-structured documents.
- Creative problem-solving skills with sound judgment in addressing complex issues.
- Strong interpersonal and communication skills, with the ability to work effectively with various stakeholders.
- Excellent command of both spoken and written English and Bahasa Malaysia.
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, and Outlook).
- Experience in drafting laws and regulations is an advantage but not mandatory.
- Ability to work under pressure and meet tight deadlines.
- Capable of working independently and completing assignments within established guidelines and instructions.
- Prior work experience in the aviation industry is an added advantage.
- Familiarity with government procedures related to legislation is preferred.