

Safer above. Safer beyond.



Building safer skies together.

Executive, Talent & Performance
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 **17th July 2026, at 11:59 p.m.**

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

**Candidates with immediate availability will have an added advantage.

EXECUTIVE, TALENT & PERFORMANCE

Job Description

Responsible for executing and supporting operational activities related to performance management, talent management, and career development processes. This includes ensuring accurate data management, effective coordination with relevant stakeholders, and timely delivery of all related processes and outputs in accordance with established policies and guidelines.

Job Information

- **Department:** Talent & Performance
- **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 Bachelor's Degree in HR, Business Administration or an equivalent qualification.
- Minimum two (2) to four (4) years of relevant experience in Human Resource Management or related functions.

c) Skills and Competencies

- Strong coordination, organisational, and administrative skills with the ability to manage multiple tasks efficiently and meet deadlines.
- Good proficiency in Microsoft Excel and data management, with the ability to handle, organise, and maintain accurate HR-related data.