

Safer above. Safer beyond.



Building safer skies together.

Head of Examination Unit
Location: Malaysian Aviation
Academy (MAvA), Sepang

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 **12th August 2026, at 11:59 p.m.**

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

HEAD OF EXAMINATION UNIT

Job Description

The role is responsible for ensuring that Air Traffic Control (ATC) course examinations are conducted in accordance with the procedures stipulated in the MAVA Training Procedure Manual and the requirements of CAD 1211, including the management, development, and monitoring of question banks and examination sets. The role operates independently to uphold the integrity, validity, and standardisation of examination processes while reporting administratively to the Director of Training (Operations) Unit. The incumbent may also provide support for non-ATC training programmes, including serving as an instructor when required, while ensuring that examination governance, independence, and integrity are maintained.

Job Information

- **Department:** Training (Operations), Malaysia Aviation Academy (MAVA)
- **Job Position:** Manager / Assistant Manager
- **Type of Employment:** Permanent

Qualifications for Appointment

Candidates must possess the following criteria:

a) Citizenship

- Malaysian citizen.

b) Academic and Professional Qualifications

- A Diploma, Bachelor's Degree, or an equivalent qualification from a higher education institution recognised by the Government.
- Holds, or has previously held an Air Traffic Control (ATC) licence with the relevant rating(s), supported by a minimum of three (3) years of operational experience for each rating.
- Minimum of five (5) years of experience in Air Traffic Control (ATC) operations.
- Preference will be given to candidates with qualification or certification in Air Traffic Control Examiner (ATCE).
- Has achieved a minimum English Language Proficiency (ELP) Level 4. Candidates with ELP Level 5 or above will have an added advantage.

c) Skills and Competencies

- Strategic thinking and planning.
- Strong decision-making and problem-solving skills.
- Analytical and critical thinking abilities.
- Effective communication and interpersonal skills.
- Good organisational and document management skills.
- Ability to work collaboratively in a team environment.
- Proficient in Microsoft Office applications and other relevant digital tools.