

Safer above. Safer beyond.



Building safer skies together.

**Executive Assistant,
ATFM & RCC Support
Location: 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 **16th August 2026, at 11:59 p.m.**

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

EXECUTIVE ASSISTANT, ATFM & RCC SUPPORT

Job Description

Responsible for supporting the Air Traffic Flow Management (ATFM) and Rescue Coordination Centre (RCC) functions within CAAM to ensure the safe, efficient, and continuous delivery of air navigation and search and rescue services. The role assists in coordinating and monitoring air traffic flow, disseminating operational information, preparing reports, and facilitating communication with air traffic control units and relevant stakeholders. The incumbent also supports RCC operational readiness by monitoring communication systems, maintaining operational records, and assisting in search and rescue (SAR) coordination, exercises, and emergency response activities, while ensuring compliance with CAAM procedures and ICAO standards.

Job Information

- **Department:** Planning (Air Navigation Services)
- **Job Position:** Executive Assistant
- **Type of Employment:** Permanent

Qualifications for Appointment

Candidates must possess the following criteria:

a) Citizenship

- Malaysian citizen.

b) Academic and Professional Qualifications

- A Bachelor's Degree or Diploma in Air Traffic Management (ATM), Information Technology (IT), Data Analytics or a related field from a higher education institution recognized by the Government; or a minimum of three (3) years of relevant operational experience.
- Minimum of three (3) years of relevant experience in Air Traffic Control (ATC), Flight Operations, Air Traffic Flow Management (ATFM), or other aviation operational environments.

c) Skills and Competencies

- Familiarity with regional ATFM and ATM systems and operational processes, including BOBCAT, as well as airspace management concepts.
- Familiarity with relevant ICAO provisions, including ICAO Annex 11 and ICAO Doc 9971 (Manual on Collaborative Air Traffic Flow Management).
- Adequate knowledge of data management, performance management, aviation innovation or related operational functions.
- Proficiency in spoken and written English, with good knowledge of operational coordination terminology.
- Proficient in Microsoft Office and operational reporting tools.
- Strong analytical, organisational, and coordination skills.
- Demonstrates integrity, professionalism, teamwork, and attention to detail.
- Ability to work effectively under pressure in a 24/7 operational environment.