

Safer above. Safer beyond.



Building safer skies together.

**Executive Assistant,
NOTAM & Briefing
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, NOTAM & BRIEFING

Job Description

Responsible for providing Aeronautical Information Services (AIS) through the operation of the ATS Reporting Office (ARO) and International NOTAM Office. The role supports the processing and distribution of flight plans, NOTAMs, and pre-flight and post-flight aeronautical information, ensuring the accuracy, timeliness, and reliability of information in compliance with CAAM requirements, ICAO standards, and applicable aviation regulations.

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 Diploma or an equivalent qualification in a relevant field from a higher education institution recognized by the Government.
- STPM qualification with more than ten (10) years of relevant experience in the aviation industry.
- Successful completion of an AIS Basic Course (essential).
- Additional training in NOTAM, Flight Planning or Aeronautical Information Management (AIM) System Operations is an advantage.
- One (1) to three (3) years of experience in an AIS, Air Traffic Services (ATS), or Flight Operations environment is preferred.
- Experience using AIS databases, AFTN, AMHS, or flight data processing systems will be an added advantage.
- Fresh graduates with relevant academic qualifications and strong technical aptitude are encouraged to apply.

c) Skills and Competencies

- High level of accuracy and attention to detail in handling aeronautical information.
- Strong analytical and problem-solving skills.
- Good communication and coordination skills to liaise with ATS units, aircraft operators, and relevant stakeholders.
- Proficiency in English, both written and spoken, in accordance with ICAO Language Proficiency Requirements (minimum Level 3).
- Proficient in the use of computer systems, databases, and aeronautical information software.
- Ability to work effectively under pressure in a fast-paced operational environment and meet strict deadlines.