

Safer above. Safer beyond.



Building safer skies together.

**Executive Assistant,
Operation Control Centre
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, OPERATION CONTROL CENTRE

Job Description

Responsible for supporting the Operation Control Centre (OCC) in managing staff rostering and operational coordination to ensure the safe, efficient, and continuous delivery of air traffic services. The role supports the preparation and maintenance of staff rosters, updates rostering data, assists in managing operational disruptions, and coordinates staffing arrangements for scheduled and ad-hoc extensions of air traffic service hours. The incumbent also liaises with relevant stakeholders to support operational continuity, compliance, and service delivery.

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 Information Technology, Data Analytics, Software System, Air Traffic Management or a related field from a higher education institution recognized by the Government.
- Experience in operational support, coordination, administration, workforce planning, or system support will be an added advantage.

c) Skills and Competencies

- Good organisational, coordination, communication, and interpersonal skills.
- Basic knowledge of computer systems, data management, and operational reporting.
- Proficient in Microsoft Office applications; familiarity with rostering or workforce management systems is an added advantage.

- Strong analytical, problem-solving, documentation, and record management skills.
- Ability to manage multiple tasks, prioritise work effectively, and perform under pressure in a shift-based operational environment.
- Demonstrates integrity, responsibility, adaptability, and attention to detail, with the ability to work effectively both independently and as part of a team.