

Safer above. Safer beyond.



Building safer skies together.

Executive Assistant, RANS
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 **30th August 2026, at 11:59 p.m.**

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

EXECUTIVE ASSISTANT, RANS

Job Description

Responsible for providing comprehensive administrative, operational, and data management support to the Route Air Navigation Services (RANS) Unit in the administration of revenue-related processes through the RANS Portal. The role includes managing client registration and identification, validating aircraft movement data, processing invoice issuance, and ensuring the accuracy and integrity of flight movement records, particularly Visual Flight Rules (VFR) movements received via Udarawan. The incumbent also coordinates with internal and external stakeholders to ensure accurate billing, regulatory compliance, and efficient service delivery in accordance with applicable ICAO standards, Civil Aviation Regulations (CAR) 2016, the Aeronautical Information Publication (AIP) Malaysia, the RANS Manual, and ANSUH 10700.

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 Bachelor's Degree in a related field from a higher education institution recognized by the Government.
- Minimum of three (3) years of relevant working experience in the aviation or air traffic management/operations industry.

c) Skills and Competencies

- Proficiency in spreadsheet applications (Google Sheet, Microsoft Excel) and system management.

- Basic proficiency in data visualization tools such as Microsoft Power BI or Google Looker Studio, with a demonstrated ability to organize, interpret, and present data-driven insights effectively.
- Strong planning and organisational skills with a good understanding of organisational operations.
- Ability to plan, coordinate, supervise, and lead teams in carrying out assigned tasks.
- Ability to work effectively both independently and as part of a team.