

Safer above. Safer beyond.



Building safer skies together.

**Executive Assistant,
Airspace Policy
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, AIRSPACE POLICY

Job Description

Responsible for supporting the Airspace Management Unit in the coordination, administration, monitoring, and implementation of airspace-related activities. The role involves preparing aeronautical information, coordinating with internal and external stakeholders, managing operational data and documentation, and providing administrative and operational support to ensure the safe, efficient, and effective management of airspace operations in accordance with organisational and regulatory requirements.

Job Information

- **Department:** Technical (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 a related field from a higher education institution recognized by the Government.
- Relevant working experience in administrative support, operational coordination, aviation-related activities, or related fields will be an added advantage.

c) Skills and Competencies

- Proficiency in office productivity tools such as Microsoft 365 (Excel, Word, PowerPoint, Outlook), Google workspace applications, Google Earth, databases, and other relevant digital systems.