

Safer above. Safer beyond.



Building safer skies together.

**Executive Assistant,
Specific Operations Risk
Assessment
Location: Putrajaya**

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 **25th August 2026, at 11:59 p.m.**

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

EXECUTIVE ASSISTANT, SPECIFIC OPERATIONS RISK ASSESSMENT

Job Description

To support in coordinating Specific Operations Risk Assessment (SORA) application processing, operational risk assessments, safety oversight, and regulatory compliance activities within the Unmanned Aircraft Systems (UAS) Unit. The role also supports document verification, audit coordination, records management, tracking systems, and communication with applicants, operators, internal CAAM divisions, and relevant stakeholders to ensure efficient and compliant SORA operational approval activities in accordance with CAAM procedures and aviation regulations.

Job Information

- **Department:** Flight Operations (Regulatory)
- **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

- Diploma in Aviation Management, Aviation Safety, Air Transport Management, Aerospace Technology, Business Administration, Public Administration, or other relevant disciplines from a higher education institution recognized by the Government.
- Experience in one or more of the following areas would be an advantage:
 - Aviation operations or safety administration.
 - Operational support and coordination activities.
 - Documentation and records management.
 - Regulatory, compliance, or risk management support.
 - Customer service and stakeholder coordination.

c) Skills and Competencies

- Ability to support operational workflows, application processing, audit coordination, and assessment activities effectively.
- Ability to communicate effectively with applicants, operators, and internal stakeholders through various communication channels.
- Proficient in Microsoft Word, Excel, PowerPoint, Outlook, and other office productivity tools for reporting and administrative purposes.
- Ability to communicate and prepare correspondence, reports, and documentation in both Bahasa Malaysia and English.