

Safer above. Safer beyond.



Building safer skies together.

**Executive Assistant,
Pseudo Pilot**

**Location: Malaysian Aviation
Academy (MAvA)**

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 **9th October 2026, at 11:59 p.m.**

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

EXECUTIVE ASSISTANT, PSEUDO PILOT

Job Description

Responsible for supporting the safe, consistent, and effective delivery of Air Traffic Control (ATC) Officer practical training and assessment at Malaysian Aviation Malaysia (MAvA) by operating the ATC simulator as a pseudo-pilot, executing prescribed traffic scenarios and radio communications under the direction of an authorised instructor or examiner, and ensuring compliance with approved training procedures.

Job Information

- **Department:** Training (Operations), MAvA
- **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 a related field from a higher education institution recognized by the Government.
- Qualifications in aviation, ICT, engineering, communications, multimedia, simulation, or related fields would be an added advantage.
- Relevant experience in simulation or gaming systems, radio/voice communications, training support, customer service, dispatch, data entry, or other fast-paced operational environments would be an added advantage.

c) Skills and Competencies

- Good command of Bahasa Malaysia and English, with clear communication, strong listening skills, and confident voice delivery.
- Ability to learn and consistently apply aviation terminology, standard phraseology, exercise procedures, and instructor directions after training.
- Good computer literacy, including keyboard and mouse proficiency, with the ability to quickly learn simulator interfaces.

- Ability to multitask, maintain situational awareness, process information accurately, and remain composed in a dynamic training environment.
- Strong attention to detail, discipline, teamwork, punctuality, and commitment to procedural compliance.
- Willingness to work according to the training roster and successfully complete MAVA's prescribed pseudo-pilot training and competency assessment.