

Safer above. Safer beyond.



Building safer skies together.

**Executive Assistant,
Surveillance & Air Traffic
Management (SATM)
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 **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, SURVEILLANCE & AIR TRAFFIC MANAGEMENT

Job Description

Responsible for assisting in monitoring the performance of Surveillance system equipment under the responsibility of Air Navigation Services (ANS) to ensure operational readiness and smooth operation.

Job Information

- **Department:** Technical (Air Navigation Services)
- **Job Position:** Executive Assistant
- **Type of Employment:** Contract of Service (COS) – One (1) year

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 one (1) year of relevant experience in surveillance system technology, air traffic management systems, or project management
- Knowledge of Surveillance Systems, Air Navigation Services (ANS) operations, and/or ICAO Standards and Recommended Practices (SARPs) would be an added advantage.

c) Skills and Competencies

- Strong decision-making skills.
- Strong analytical thinking and problem-solving skills.
- Good teamwork and communication skills.
- Good technical report writing and documentation skills.