Safer above. Safer beyond.

CAAM
CIVIL AVIATION AUTHORITY MALAYSIA



Building safer skies together.

Assistant Manager, General Administration
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 **22nd November 2026, at 11:59 p.m**.

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

CIVIL AVIATION AUTHORITY MALAYSIA CAA_MALAYSIA

ASSISTANT MANAGER, GENERAL ADMINISTRATION

Job Description

Responsible in providing strategic leadership and governance over the organisation's administration, facilities operations, building safety and records management functions by establishing policies, ensuring regulatory compliance, managing outsourced service providers, and safeguarding operational continuity, safety, and information integrity across the organisation.

Job Information

- **Department:** General Administration (Finance)
- **Job Position:** Assistant Manager
- **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 in Business Administration, Public Administration, Facilities Management, Records Management, Information Management, Library Science or Engineering.
- A Master's Degree in relevant field is an added advantage.
- Minimum five (5) years of relevant experience in administration, facilities management, records management, or related fields.

c) Skills and Competencies

- Experience in managing outsourced service providers and contractor performance monitoring.
- Familiarity with records management systems (e.g., DDMS 2.0) and compliance with Arkib Negara Malaysia (ANM) requirements.
- Experience in supervisory or coordination roles involving multidisciplinary functions, including administration, facilities management, safety, and records management.

- Experience in building safety coordination and emergency preparedness, including Emergency Response Team (ERT) coordination.
- Strong stakeholder engagement and coordination skills.
- Strong administrative, organisational and documentation skills.