Safer above. Safer beyond.

CIVIL AVIATION AUTHORITY MALAYSIA



Building safer skies together.

Executive, External Affairs
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 **4th December 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

EXECUTIVE, EXTERNAL AFFAIRS

Job Description

To support the External Affairs function in delivering CAAM's international affairs portfolio by coordinating engagements with the International Civil Aviation Organization (ICAO), foreign regulators, international organisations and bilateral and multilateral aviation platforms. The position prepares research, background briefs, meeting summaries and talking points, tracks global aviation developments, and maintains proper records of all international engagements. In doing so, the role ensures CAAM's international representation is well-prepared, consistent with its regulatory mandate, and supports Malaysia's standing in the international civil aviation community.

Job Information

- **Department:** External Affairs & Strategic Communications
- **Job Position:** Executive
- **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 International Relations, Aviation Management, Public Policy, Law, Communications or a related field.
- Minimum two (2) years of experience in international relations, external affairs, government liaison or the aviation sector.
- Exposure to ICAO or other international organisations will be an advantage.

c) Skills and Competencies

- Excellent written and spoken English and Bahasa Malaysia.
- Strong research, analytical and briefing-writing skills.
- Sound understanding of the international civil aviation framework, including the Chicago Convention and ICAO processes.

- Strong coordination, organisational and stakeholder management skills.
- High degree of discretion in handling confidential and sensitive information.
- Proficiency in Microsoft Office applications.