Safer above. Safer beyond.

CAAM
CIVIL AVIATION AUTHORITY MALAYSIA



Building safer skies together.

Senior Executive, Corporate Training
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

SENIOR EXECUTIVE, CORPORATE TRAINING

Job Description

Supports the planning, coordination, implementation and evaluation of corporate learning and development initiatives to strengthen CAAM's people capability, leadership effectiveness and organisational performance. The role focuses on execution, documentation, coordination and analysis to ensure corporate training programmes are delivered in line with approved learning strategies, governance requirements and quality standards.

Job Information

- **Department:** People Development
- **Job Position:** Senior Executive
- **Type of Employment:** Permanent

Qualifications for Appointment

Candidates must possess the following criteria:

a) Citizenship

- Malaysian citizen.

b) Academic and Professional Qualifications

- A minimum Bachelor's Degree, or equivalent.
- Relevant experience in training administration, learning support or HR development is an advantage.
- Experience in a structured organisation or public sector environment is desirable.

c) Skills and Competencies

- Training coordination and administration.
- Documentation, record management and reporting.
- Communication and stakeholder coordination.
- Data entry, tracking and basic analysis.
- Teamwork and service orientation.