



The Malaysia Competition Commission (MyCC) is on the lookout for talented individuals who are eager to kickstart their career journey with us as **PERSONNEL SHORT-TERM EMPLOYMENT PROGRAM (MySTEP)**. Whether you are a recent diploma graduate without or with up to two years of experience in relevant fields, we invite you to be part of our mission to protect the process of competition in the market for the benefit of consumers and businesses alike. Here are the details:-

Requirements:

- Malaysian citizenship;
- Fresh graduate or up to 2 years of experience in a relevant field;
- Fluency in both English and Bahasa Malaysia (written and spoken); and
- A keen interest in Competition Law or working within a government body.

1. Policy and Communications Division:

DETAILS	QUALIFICATIONS	JOB DESCRIPTIONS
Salary Offered : RM1,900.00/month Contract : Yearly basis Number of Vacant : 2	Diploma in : Mass Communications / Public Relations / Journalism / Media Studies / Communication recognized by the Government.	i. Assist in drafting social media messaging for all MyCC social media platforms; ii. Assist in video and photo shooting for the purpose of social media and related publications; iii. Assisting in researching and proposing feasible methods for advocacy and public awareness of the functions and roles of MyCC; iv. Assisting in the coordination and implementation of MyCC's corporate activities, focusing on internal and external communications areas; and v. Perform any other tasks assigned by the supervisor or CEO from time to time.

2. Corporate Management Division:

DETAILS	QUALIFICATIONS	JOB DESCRIPTIONS
Salary Offered : RM1,900.00/month Contract : Yearly basis Number of Vacant : 1	Diploma in : Human Resources Management / Development recognized by the Government.	i. Assisting in updating employee personal files and HR records; ii. Assisting in updating the MyCC Permanent Staff Service Book; iii. Assisting in preparing offer letters; iv. Assisting in managing interview-related processes;

		<ul style="list-style-type: none"> v. Assisting in preparing committee meetings related to the matter; and vi. Perform any other tasks assigned by the supervisor or CEO from time to time.
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3. Chief Executive Officer Office:

DETAILS	QUALIFICATIONS	JOB DESCRIPTIONS
<p>Salary Offered : RM1,900.00/month</p> <p>Contract : Yearly basis</p> <p>Number of Vacant : 1</p>	<p>Diploma in : Office Management / Secretarial Management recognized by the Government.</p>	<ul style="list-style-type: none"> i. Provide support to the CEO and Special Officer to the CEO in all matters, including secretarial duties, personal, administrative, and confidential matters; ii. Coordinate tasks or projects with internal and external stakeholders as directed by the CEO; iii. Assist with scheduling appointments and managing calendars; iv. Coordinate travel arrangements, including booking flights, accommodations, transportation, and preparing travel itineraries; v. Maintain organized filing systems, both physical and digital, for documents, records, contacts, and other essential information; and vi. Perform any other tasks assigned by the supervisor or CEO from time to time.

How to Apply:

For further details, interested candidates may apply through the MyCC website at www.mycc.gov.my.

Closing Date of Application: 15th May 2024

** Due to large number of applications, we regret that only shortlisted candidates will be notified. If you do not receive any reply from within 3 months, your application has not been shortlisted.*