



## **Background:**

The Malaysia Competition Commission (MyCC), as the competition authority of Malaysia, is a member of the ASEAN Expert Group on Competition (AEGC). Within the AEGC framework, ASEAN has established several free trade agreements, including the ASEAN–Hong Kong, China Free Trade Agreement (AHKFTA). The Chapter on Economic and Technical Co-operation (“ECOTECH”) under the “AHKFTA” is implemented through an ECOTECH Work Programme, which is developed as a reference document for implementing economic and technical co-operation activities within the scope of the Agreement.

At the 34th ASEAN Experts Group on Competition (AEGC) & Related Meetings, MyCC has agreed to be the Project Proponent for the Strengthening ASEAN Merger Enforcement (SAME) project under the “AHKFTA” – ECOTECH Work Programme. As the Project Proponent, MyCC will assume primary responsibility for supervising the implementation of the SAME project. This includes the oversight of all project activities and deliverables, in coordination with the ASEAN Secretariat (ASEC) to ensure effective execution in line with the approved project plan and regional priorities.

In this regard, MyCC invites dedicated and committed professionals with high integrity to apply for the position of Project Officer for the Strengthening ASEAN Merger Enforcement (SAME) Project. This position is offered on a **fixed-term of 15 months**. The selected candidate will be based in the Policy and Communication Division of the Malaysia Competition Commission (MyCC).

## **GENERAL ELIGIBILITY CRITERIA**

1. Must be at least 18 years of age as of the closing date of the job advertisement.
2. Must possess an excellent command of English and Malay, written and spoken.

## **SPECIFIC REQUIREMENTS**

As stipulated in Appendix A.

NO.	POSITION	DIVISION / UNIT	NO. OF VACANT	SALARY RANGE
1	PROJECT OFFICER	POLICY AND COMMUNICATION DIVISION	1	RM3,300 – RM3,500 per month

## APPLICATION PROCEDURE

1. Applications must be submitted to the Policy and Communication Division via email at [pcd@mycc.gov.my](mailto:pcd@mycc.gov.my).
2. Each application form must be accompanied by a formal passport-sized photograph and certified copies of the following documents:
  - a. Detailed CV;
  - b. Certified true copies of educational certificates and transcript for Bachelor and Master degrees, including PhD (if any);
  - c. Other relevant certificates.
3. Incomplete or non-compliant application forms will not be considered. As an example, failure to include a photograph will render the application incomplete.
4. The successful candidate will be offered a fixed salary funded under the AHKFTA project budget and based on academic qualifications, experience and other conditions specified by the Government. The salary will include statutory contributions to the Employees Provident Fund (EPF/KWSP) and the Social Security Organisation (SOCSO/PERKESO) which will be deducted from monthly salary and is non-negotiable. No negotiations will be entertained.
5. Please indicate on the subject heading: Project Officer, AHKFTA Strengthening ASEAN Merger Enforcement (SAME).
6. The application deadline is **30th JANUARY 2026**.

**1) PROJECT OFFICER, AHKFTA STRENGTHENING ASEAN MERGER ENFORCEMENT (SAME)**

Minimum of a Bachelor's degree in Business Administration/ Management/ Public Relations/ Communications/ Social Science/ International Relations or other related disciplines.

**1. Additional Requirements:**

- i. Experience in project management, designing promotional or advocacy materials, and administering website back-end management;
- ii. Exposure to working in a multicultural organisation or ASEAN bodies is an advantage;
- iii. Well-organised, flexible, and adaptable to work in cross-cultural environment and international settings;
- iv. Competency in computer skills with adequate knowledge of Microsoft Office, Outlook, and Graphic Design softwares;
- v. Knowledge on Government policies would be an added advantage including experience liaising with Government departments and agencies;
- vi. Well versed in Government circulars / laws / policies and best practices;
- vii. Excellent writing and communication skills in Bahasa Malaysia and English;
- viii. Excellent interpersonal skills to deal with all levels of people in the organisation; and
- ix. Ability to work independently as well as in a team environment.

In addition to the required relevant experience and mass communication knowledge, candidates should portray of the following:

- Committed and dedicated to organizational goals and objectives;
- Strong interpersonal skills such as negotiating, problem-solving, and knowledge-sharing; and
- Ability to work under pressure with the right attitude, strong integrity, upholds teamwork principle, highly resilient with professional character.

**Core Responsibilities:**

- 1. Provide administrative, financial and logistical support for the overall operational day-to-day activities of the project, as follows:
  - a. Assist the project in drafting letters, memos, press releases, and other administrative documents;
  - b. Maintain current and accurate records of all activities related to the project;
  - c. Prepare and manage schedules of meetings related to the project;
  - d. Arrange all logistical aspects of organizing events and meetings, including hotel accommodation, participants' travel documents, flights, drafting invitation letters, and preparing meeting documents;

- e. Assist in preparing travel authorisation requests, preparing domestic and international travels, and other administrative requirements of the project, as necessary;
- 2. Coordinate with the Finance and Budget Division of the ASEAN Secretariat in processing financial documents including expenditure reports, invoices, and financial settlements;
- 3. Assist in the procurement of goods and services that are required in accordance with the ASEAN Secretariat Financial and Administrative Rules and Procedures (AFARP);
- 4. Maintain accessible and well-organised filing system, storage and security of project documents;
- 5. Maintain and monitor the implementation of the project's deliverables, namely the Merger Information Sharing Portal (MISP), the workshop on Merger and Acquisition, and the ASEAN Experts Group on Competition (AEGC) website;
- 6. Responsible for liaising with internal teams, government agencies, private sector entities, and strategic partners to ensure effective project execution; and
- 7. Perform other relevant tasks at the request of the Assistant Director, Senior Officer and/or other assigned officers.

**Note: This job description is intended to outline the general nature and level of work performed by individuals assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. The Malaysia Competition Commission reserves the right to amend and change the responsibilities to meet organizational and/or AHKFTA's needs.**