



Malaysia Competition Commission (MyCC)

The Malaysia Competition Commission (MyCC) is an independent body established under the Competition Commission Act 2010 to enforce the Competition Act 2010. The Competition Act and the Competition Commission Act were gazetted on 10 June 2010 and enforced beginning 1 January 2012. The acts aimed to encourage national economic development by encouraging and protecting the competition process in the market and consequently protecting consumer interests.

Commission's Main Functions

The Competition Commission Act 2010 empowers the Malaysia Competition Commission (MyCC) to carry out functions such as implement and enforce the provisions of the Competition Act 2010, issue guidelines in relation to the implementation and enforcement of the competition laws, act as an advocate for competition matters; carry out general studies in relation to issues connected with competition in the Malaysian economy or particular sectors of the Malaysian economy; inform and educate the public regarding the ways in which competition may benefit consumers in, and the economy of, Malaysia.

The MyCC is inviting dedicated and committed candidates with high integrity and professionals to join us. Please note that applicant must be a MALAYSIAN CITIZEN and the position offered is on a CONTRACT basis:

GENERAL ELIGIBILITY CRITERIA

1. Must be a Malaysian citizen; and
2. Must be at least 18 years of age as of the closing date of the job advertisement.

QUALIFICATION REQUIREMENT FOR THE MALAY LANGUAGE

1. Must possess at least Grade C in the Malay Language subject at the level of the Third Form Assessment (PT3)/Lower Secondary Assessment (PMR) or Malaysian Certificate of Education (SPM)/ Malaysian Vocational Certificate, or any qualification duly recognized by the Government.

SPECIFIC REQUIREMENTS

As stipulated in Appendix A.

NO.	POSITION	GRADE	DIVISION / UNIT	SERVICE CLASSIFICATION	NO. OF VACANT	SALARY RANGE	
						MIN	MAX
ADMINISTRATION AND SUPPORT GROUP							
1	OPERATION ASSISTANT	N11	MANAGEMENT SERVICES DIVISION	ADMINISTRATION AND SUPPORT	1	RM1,216.00	RM2,983.00

APPLICATION PROCEDURE

- Applications must be submitted through the official website of the Malaysia Competition Commission (MyCC) at www.mycc.gov.my.
- Each application form must be accompanied by a formal passport-sized photograph and certified copies of the following documents:
 - National Identity Card;
 - School leaving certificate;
 - Certificates such as PMR, SPM; and
 - Other relevant certificates.
- Incomplete or non-compliant application forms will not be considered. As for example, an application form without passport photo will be considered as incomplete.
- The salary offered will be determined based on academic qualifications, experience, and other conditions specified by the Government and is non-negotiable. No negotiations will be entertained.
- The application deadline is **31 March 2024**.

ADMINISTRATION AND SUPPORT GROUP

OPERATION ASSISTANT GRADE N11 (CONTRACT)

1) Candidates applying for the position must possess the following qualifications:

- (i) Third Form Assessment (PT3)/Lower Secondary Assessment (PMR) or Malaysian Certificate of Education (SPM) or qualifications recognized as equivalent by the Government and a driving license of at least Class B2 issued by the Road Transport Department (JPJ) [except for the Trial Driving License (P)].

2) Responsibilities:

- i. Perform duties in helping to smooth the daily office affairs involving the movement of files, delivery and registration of letters/documents/summons/notices as well as driving a vehicle.
- ii. Driving and maintaining a vehicle covered by a Class B2/B/D/E2/E1/E driving license.
- iii. Performing clerical and operational duties which include clerical and operational aspects (but not limited to, general administrative duties, personnel management, counter and processing services, data and information collection, operation of communication equipment).
- iv. Assisting in the management of official events such as arranging table and chairs and catering bookings.
- v. Other duties as directed from time to time.

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 needs.