



### **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 an excellence (at least Grade C) in the Malay Language subject at the level of the Malaysian Certificate of Education / Malaysian Vocational Certificate, or any qualification duly recognized by the Government.

### **SPECIFIC REQUIREMENTS**

NO.	POSITION	GRADE	DIVISION / UNIT	SERVICE CLASSIFICATION	NO. OF VACANT	SALARY RANGE	
						MIN	MAX
SUPPORT GROUP							
1.	ASSISTANT ADMINISTRATIVE OFFICER	N5	APPEAL & LEGAL ADVISORY DIVISION	ADMINISTRATIVE	1	RM1,650	RM6,620
2.	ASSISTANT ADMINISTRATIVE OFFICER	N5	LAW AMENDMENT & INTERIM MERGER UNIT	ADMINISTRATIVE	1	RM1,650	RM6,620
3.	ADMINISTRATIVE ASSISTANT	N1	COMPETITION ECONOMICS	ADMINISTRATIVE	2	RM1,650	RM6,620
4.	ADMINISTRATIVE ASSISTANT	N1	INTERNAL AUDIT UNIT	ADMINISTRATIVE	1	RM1,650	RM6,620
5.	GENERAL SUPPORT ASSISTANT	H1	INVESTIGATION & ENFORCEMENT	SKILLS	1	RM1,500	RM4,680

As stipulated in Appendix A.

### APPLICATION PROCEDURE1

- Applications must be submitted through the official website of the Malaysia Competition Commission (MyCC) at [www.mycc.gov.my](http://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;
  - Diploma/Degree along with the Transcripts and a Letter of Degree/Diploma Recognition from the Malaysian Qualifications Agency (MQA) or the Public Services Department (JPA);
  - School leaving certificate;
  - Certificates such as PMR, SPM, STPM; and
  - Other relevant certificates.
- Incomplete or non-compliant application forms will not be considered. As an example, failure to include a photograph will render the application 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.

5. The application deadline is **21<sup>st</sup> MARCH 2025.**

**APPENDIX A.**

**SUPPORT GROUP**

**(1) ASSISTANT ECONOMIC AFFAIRS OFFICER GRADE E5, INVESTIGATION &  
ENFORCEMENT DIVISION**

Candidates applying for the position must possess the following qualifications:

- i. A Diploma in Law, Economics, Administration and Business;

OR

- ii. Any related field recognized by the Government from local institutions of higher education;

Additional Requirements:

- i. At least 1 year of experience;
- ii. Good in analytical and writing skills;
- iii. Good verbal and written communications skills in Bahasa Melayu & English;
- iv. Independent, self-motivated and possesses great leadership skills;
- v. Strong interpersonal skills;

In addition to the above requirements, the following values are highly desirable;

- vi. Committed to organizational goals and objectives;
- vii. Has the ability to work under pressure; and
- viii. Most importantly, he/she must show having the right attitude and strong integrity, upholds teamwork principle, willing to learn and listen, highly resilient and professional.

**Core Responsibilities:**

- i. Support and assist in the enforcement of the Competition Act 2010;
- ii. Assist in conducting preliminary assessments on complaints and information received;
- iii. Assist in conducting assessments of leniency applications;
- iv. Assist in conducting investigations on cartel and abuse of dominant position cases;
- v. Assist the Commission for any matters related to post-investigation; and
- vi. Perform any additional tasks as assigned by HOD/CEO as needed.

**(2) ASSISTANT ADMINISTRATIVE OFFICER GRADE N5, APPEAL & LEGAL ADVISORY DIVISION**

Candidates applying for the position must possess the following qualifications:

- i. A Diploma in Law, Administration and Business;
- OR
- ii. Any related field recognized by the Government from local institutions of higher education;
- iii. At least 1 year of experience;
- iv. Good in analytical and writing skills;
- v. Good verbal and written communications skills in Bahasa Melayu & English;
- vi. Independent, self-motivated and possesses great leadership skills;
- vii. Strong interpersonal skills;

In addition to the above requirements, the following values are highly desirable;

- viii. Committed to organizational goals and objectives;
- ix. Has the ability to work under pressure; and
- x. Most importantly, he/she must show having the right attitude and strong integrity, upholds teamwork principle, willing to learn and listen, highly resilient and professional.

### **Core Responsibilities:**

- i. Provide administrative support in ensuring compliance with relevant laws and regulations, including the Federal Constitution, legal procedures, and ethical guidelines;
- ii. Assist in reviewing and offering clerical support for proposed changes to regulations or laws related to the Competition Commission or the implementation of the Competition Act 2010;
- iii. Help prepare documents and maintain records related to the jurisdiction and powers of the Competition Commission, including drafting simple responses or comments;
- iv. Coordinate communication between the Competition Commission and the Attorney General's Chambers, as well as with other national and international legislative bodies;
- v. Assist the legal team in handling administrative tasks for cases related to competition law;
- vi. Provide clerical support during meetings or negotiations involving the Competition Commission, both domestically and internationally;

- vii. Represent the Competition Commission by managing administrative duties related to legal matters concerning competition at national and international levels;  
and
- viii. Perform any additional tasks as assigned by HOD/CEO as needed.

### **(3) ASSISTANT ADMINISTRATIVE OFFICER GRADE N5, LAW AMENDMENT AND INTERIM MERGER UNIT**

Candidates applying for the position must possess the following qualifications:

- i. A Diploma in Law, Economics, Administration and Business;  
  
OR
- ii. Any related field recognized by the Government from local institutions of higher education;

Additional Requirements:

- i. At least 1 year of experience;
- ii. Good in analytical and writing skills;
- iii. Good verbal and written communications skills in Bahasa Melayu & English;
- iv. Independent, self-motivated and possesses great leadership skills;
- v. Strong interpersonal skills;

In addition to the above requirements, the following values are highly desirable;

- vi. Committed to organizational goals and objectives;
- vii. Has the ability to work under pressure; and
- viii. Most importantly, he/she must show having the right attitude and strong integrity, upholds teamwork principle, willing to learn and listen, highly resilient and professional.

#### **Core Responsibilities:**

- 1) Manage and maintain filing systems (both physical and digital) for legal documents, merger-related cases, and amendment drafts.

- 2) Ensure all legal drafts, amendments, and interim merger reports are properly documented and stored in compliance with organizational standards.
- 3) Maintain a database of stakeholders, meeting records, and timelines for ongoing and upcoming amendments or merger assessments.
- 4) Organize logistics for workshops, consultations, and stakeholder engagement sessions.
- 5) Assist in gathering and organizing research materials for law amendment studies or merger case assessments while provides administrative support for drafting policy papers or consultation documents; and
- 6) Perform any additional tasks as assigned by HOD/CEO as needed

#### **(4) ADMINISTRATIVE ASSISTANT N1, COMPETITION ECONOMIC DIVISON**

Candidates applying for the position must possess the following qualifications:

- Malaysian Certificate of Education (SPM) or qualifications recognized as equivalent by the Government.

Additional Requirements:

- i. At least 1 year of experience;
- ii. Preference will be given to Diploma or Certificate holders in Economics, Administration and Business or any related field;
- iii. Good in analytical and writing skills;
- iv. Good verbal and written communications skills in Bahasa Melayu & English;
- v. Independent, self-motivated and possesses great leadership skills;
- vi. Strong interpersonal skills;

In addition to the above requirements, the following values are highly desirable;

- vii. Committed to organizational goals and objectives;
- viii. Has the ability to work under pressure; and
- ix. Most importantly, he/she must show having the right attitude and strong integrity, upholds teamwork principle, willing to learn and listen, highly resilient and professional.

#### **Core Responsibilities:**

- 1) Assist in gathering and organizing data on specific market sectors and maintain accurate records related to anti-competitive practices cases;

- 2) Support the clerical review of market and economic analyses, ensuring relevant information is documented for evaluating the economic aspects of competition cases;
- 3) Assist in compiling market research findings to assess the competition level within various sectors, ensuring proper filing and record-keeping;
- 4) Help manage and organize economic studies related to market forces in abuse of dominant position cases, ensuring documents are correctly stored and accessible;
- 5) Assist with clerical duties in conducting economic analysis to track the anti-competitive effects of cartel investigation cases, ensuring all data is accurately recorded;
- 6) Support the preparation and filing of regulatory frameworks for sectors under study, ensuring all documents are properly categorized and stored;
- 7) Assist in managing the documentation of empirical studies within the sectors being examined, ensuring that data is organized and accessible;
- 8) Help prepare and format economic reports based on empirical study findings, ensuring proper document management and filing; and
- 9) Perform any additional tasks as assigned by HOD/CEO as needed.

#### **(5) ADMINISTRATIVE ASSISTANT N1, INTERNAL AUDIT UNIT**

Candidates applying for the position must possess the following qualifications:

- Malaysian Certificate of Education (SPM) or qualifications recognized as equivalent by the Government.

Additional Requirements:

- i. At least 1 year of experience;
- ii. Preference will be given to Diploma or Certificate holders in Accounting, Finance, Administration and Business or any related field;
- iii. Good in analytical and writing skills;
- iv. Good verbal and written communications skills in Bahasa Melayu & English;
- v. Independent, self-motivated and possesses great leadership skills;
- vi. Strong interpersonal skills;

In addition to the above requirements, the following values are highly desirable;

- vii. Committed to organizational goals and objectives;
- viii. Has the ability to work under pressure; and



- ix. Most importantly, he/she must show having the right attitude and strong integrity, upholds teamwork principle, willing to learn and listen, highly resilient and professional.

### **Core Responsibilities:**

- 1) Prepare a wide range of documents for tabling the amendments of Acts in Parliament, including talking points, FAQs on MyCC's proposed amendments, and presentation materials for related parties;
- 2) Assist in finalizing the existing guidelines and developing new merger-related guidelines and forms;
- 3) Serve as a point of contact for stakeholders preparing to enforce the merger control regime, and gain the opportunity to implement the regime following the passage of the amendments in Parliament;
- 4) Conduct market analysis to identify sectors or markets with high concentration, inefficiency, lack of competition and assess how these markets can become more competitive with the enforcement of the merger control regime;
- 5) Study the effects of enforcing the merger control regime in Malaysia on enterprises and specific economic sectors;
- 6) Perform additional duties, including various research tasks related to economics and legal matters pertinent to the function of the Law Amendment and Interim Merger Unit; and
- 7) Perform any additional tasks as assigned by HOD/CEO as needed.

### **(6) GENERAL SUPPORT ASSISTANT GRADE H1, INVESTIGATION & ENFORCEMENT DIVISION**

Candidates applying for the position must possess the following qualifications:

- Malaysian Certificate of Education (SPM) or qualifications recognized as equivalent by the Government.

#### **Additional Requirements:**

- i. At least 1 year of experience;
- ii. Good in analytical and writing skills;
- iii. Good verbal and written communications skills in Bahasa Melayu & English;
- iv. Independent, self-motivated and possesses great leadership skills;
- v. Strong interpersonal skills;

In addition to the above requirements, the following values are highly desirable;

- vi. Committed to organizational goals and objectives;
- vii. Has the ability to work under pressure; and
- viii. Most importantly, he/she must show having the right attitude and strong integrity, upholds teamwork principle, willing to learn and listen, highly resilient and professional.

**Core Responsibilities:**

- 1) Assist in handling the maintenance of complaint records and the information received;
- 2) Assist in managing case files for the Commission;
- 3) Assist in managing the preparation of investigation reports on the validity of information;
- 4) Assist in managing training programs in the fields of intelligence, investigation, and enforcement;
- 5) Assist in managing the preparation of reports and input for compound cases and cases filed in court;
- 6) Assist in managing tasks related to investigations and enforcement; and
- 7) Perform any additional tasks as assigned by HOD/CEO as needed.

**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.**