



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

As stipulated in Appendix A.

NO.	POSITION	GRADE	DIVISION / UNIT	SERVICE CLASSIFICATION	NO. OF VACANT	SALARY RANGE	
						MIN	MAX
MANAGEMENT AND PROFESSIONAL GROUP							
1	SPECIAL OFFICER TO THE CHIEF EXECUTIVE OFFICER	E12	CHIEF EXECUTIVE OFFICER OFFICE	ECONOMIC	1	RM5,530	RM13,540

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;
 - 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.
- The application deadline is **15TH JUNE 2025**.

APPENDIX A.

MANAGEMENT AND PROFESSIONAL GROUP

1) SPECIAL OFFICER TO THE CHIEF EXECUTIVE OFFICER

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

- i. A Bachelor's degree in Mass Communications, Public Relations, Journalism, Media Studies, Communication, or any related field recognized by the Government. A postgraduate degree will be an advantage;

OR

- ii. An Honors Bachelor's Degree recognized by the Government from local institutions of higher education or an equivalent qualification.

2. Additional Requirements:

- i. Strictly for candidate with extensive experience **minimum 10 years** in in a similar role, preferably in a regulatory agency, government body, or legal/consulting firm specializing in competition law.
- ii. Strong analytical and research skills, with the ability to interpret and synthesize complex information.
- iii. Excellent written and verbal communication skills in both English and Malay, including the ability to prepare clear and concise speech, media content, article and presentations.
- iv. Proven ability to manage multiple tasks and projects simultaneously, while maintaining attention to detail and meeting deadlines.
- v. Strong interpersonal skills, with the ability to collaborate effectively with diverse stakeholders.
- vi. Proficient in using productivity tools such as Microsoft Office as well social media including but not limited to TikTok, Instagram and Facebook.

Core Responsibilities:

(a) Executive Support

1. Prepare and coordinate briefings, presentations, and reports for the CEO, ensuring accuracy and timeliness.
2. Review and proofread documents for accuracy and completeness before submission.
3. Conduct research and analysis on competition-related issues, preparing summaries and recommendations for the CEO's review.
4. Act as a representative of the CEO in negotiations with external parties, including government agencies, industry stakeholders, and international organizations.

(b) Policy Development and Analysis

1. Assist the CEO in developing and reviewing competition policies, guidelines, and regulations to promote fair competition and address anti-competitive practices.
2. Conduct in-depth analysis of competition law and policy issues, staying updated on relevant national and international developments.
3. Collaborate with internal teams to gather data, conduct impact assessments, and provide inputs for policy formulation.

(c) Strategic Planning

1. Assist in identifying key performance indicators, monitoring progress, and evaluating the effectiveness of strategic initiatives.
2. Contribute to the development of strategic partnerships and collaborations to advance the objectives of the organization.

(d) Stakeholder Engagement

1. Coordinate and facilitate meetings involving internal and external stakeholders, including but not limited to government agencies, industry associations, and international organizations.
2. Assist in building and maintaining relationships with key stakeholders, promoting collaboration, and fostering cooperation on competition-related matters.
3. Represent the CEO in meetings and events when required, effectively communicating the Commission's positions and policies.

(e) Project Management

1. Support the CEO in managing and overseeing special projects, ensuring adherence to timelines, budgets, and quality standards.

2. Coordinate cross-functional teams, assigning tasks, monitoring progress, and resolving any issues that arise during project execution.

(f) Communications

1. Draft speeches, articles, write-ups, presentations, and correspondence for the CEO, ensuring accuracy and alignment with MyCC's objectives.
2. Conduct thorough research on the event topic, audience, and key messages to ensure the CEO's remarks are well-informed and impactful.
3. Assist in creating visually appealing presentation materials, incorporating relevant data, charts, and graphics.
4. Coordinate with the communications team to disseminate key messages and maintain consistent branding across various channels.

(g) Confidentiality and Discretion

1. Maintain strict confidentiality regarding sensitive information, including internal discussions, legal matters, and investigative activities.
2. Exercise sound judgment and discretion in handling confidential documents and discussions.

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.