

# Advertising Expatriate Vacancies On MYFutureJobs

(Applicable To Peninsular Malaysia And The Federal Territories)



## 1 What is the advertisement requirement through MYFutureJobs that is required for the purpose of hiring expatriates?

- Effective **15 June 2023**, employers who wish to hire expatriates must advertise vacancies for at least **14 days** on MYFutureJobs, an employment portal under the purview of the Ministry of Human Resources.
- Certain positions are exempt from these requirements. Please refer to **Question 13** for the full list.

## 2 How can employers advertise vacancies on MYFutureJobs?

- Employers are required to advertise vacancies via **[www.myfuturejobs.gov.my](https://www.myfuturejobs.gov.my)**
- Employers must complete all mandatory fields before posting the vacancy including position name, academic qualification, salary, job scope, skills and competencies for each job advertisement on the MYFutureJobs portal.

## 3 What should employers do after advertising the vacancy?

- Employers are required to interview local candidates who meet the hiring criteria. Employers may opt to either organise their own interview sessions or join open interviews organised by PERKESO.

## 4 Can PERKESO assist employers in sourcing local talents?

- Yes, employers may contact the nearest PERKESO office to request for assistance to source for local talents or alternatively, fill up the request form via **<https://www.myfuturejobs.gov.my/pat-form/>**.

## 5 Should employers notify PERKESO of their interview plans?

- **Yes.** Employers are required to notify PERKESO of the date and time of upcoming interviews by filling in this form **<https://www.myfuturejobs.gov.my/pat-form/>**
- The purpose of notifying PERKESO of these interviews is to ensure that the information can be disseminated to jobseekers registered in the MYFutureJobs portal. This is to encourage them to participate in the interview sessions conducted by the employers.
- The report of the conducted interviews can be submitted via **<https://www.myfuturejobs.gov.my/pat-form/>**.

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## 6 How does PERKESO ensure employer compliance for the hiring expatriates?

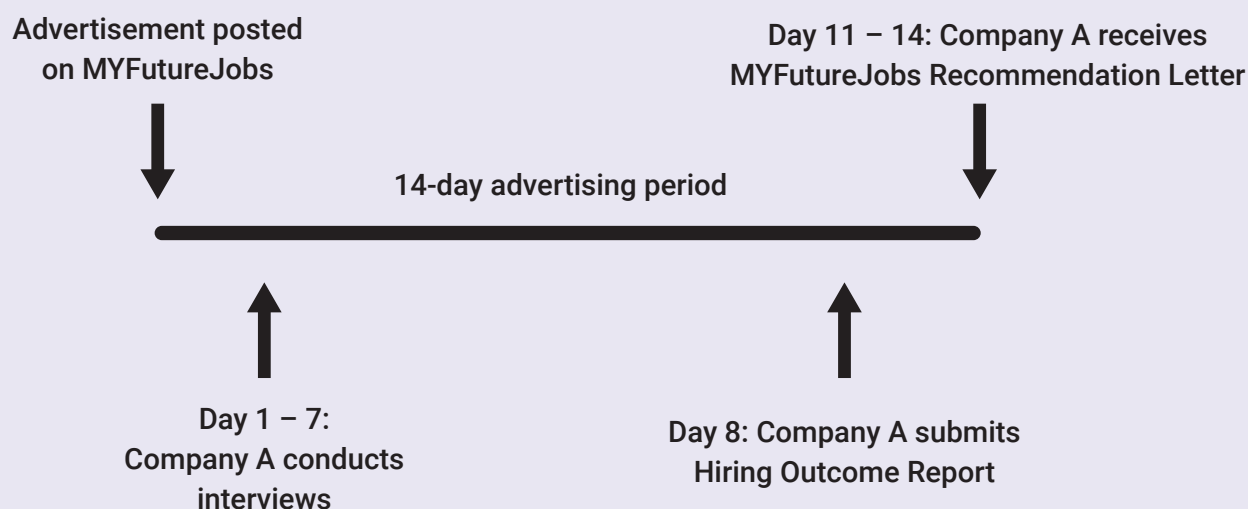
- Employers must submit the **Hiring Outcome Report** for each advertised vacancy to **papd@perkeso.gov.my**. The report will not be considered valid if it is submitted earlier than the 8th day (out of the 14-day advertising period).
- PERKESO will either approve or reject each application based on the number of days the vacancy has been advertised and the number of local candidates interviewed by the employer.
- Approved vacancies submitted by employers shall receive the MYFutureJobs Recommendation Letter (Surat Perakuan Pengiklanan Kekosongan Jawatan Dalam Portal MYFutureJobs dan Temu Duga Pencari Kerja Tempatan) via SOCSO's official email, **papd@perkeso.gov.my**.

### Scenario 1

Company B plans to hire an expatriate as an Software Engineer with a salary of RM 15,000. The position is exempt from these requirements; therefore, Company B does not need to advertise it on MYFutureJobs. Company B can directly deal with the relevant Approval Agencies.

### Scenario 2

Company A plans to hire an expatriate as a Senior Engineer with a salary of RM8,000. Company A must advertise the vacancy on MYFutureJobs.



**\*\*Applications to obtain the MYFutureJobs Recommendation Letter can be done in parallel to the application via Xpats Gateway.**

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## 7 How long is the MYFutureJobs Recommendation Letter valid for?

- The MYFutureJobs Recommendation Letter is valid for 6 months from the date of issuance. Employers are advised to obtain further approvals from the Immigration Department within the validity period. Employers must submit a new application if the Recommendation Letter has expired.
- However, if the validity MYFutureJobs Recommendation Letter is expired, the employers are required to submit a new application as per stated in Question 6.

## 8 Can employers advertise the vacancy on other employment portals or via alternative methods?

- **Yes.** Employers can advertise the vacancy on other employment portals or via alternative methods (e.g. word of mouth). Nonetheless, **employers must still advertise the vacancy on MYFutureJobs portal for at least 14 days.**

## 9 Will PERKESO take the interviews conducted by the employer into consideration before approving or rejecting an application?

- **Yes.** PERKESO will consider the employer's efforts to recruit local talents as part of the approval process.

## 10 Are there any benefits available to employers who hire local candidates?

- Under Budget 2023, employers who hire locals from 1 January 2023 onwards may be eligible to receive financial incentives under the Kerjaya Madani programme.

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TARGET GROUP	ELIGIBILITY CONDITIONS	UNEMPLOYMENT DURATION	INCENTIVE RATE	PAYMENT DURATION	TERMS OF EMPLOYMENT
VULNERABLE GROUPS	Long-term unemployed (especially youth)	Minimum of 2 months	RM600 Monthly per employee	3 months maximum	<ul style="list-style-type: none"><li>• Minimum monthly salary of RM1,500</li><li>• Permanent employee/contractual employee with a minimum contract duration of 12 months</li></ul>
	Women, especially single mothers or housewives, who are not currently in work				
	EIS beneficiaries currently receiving unemployment benefits	N/A			
	PWDs				
	PERKESO RTW Programme participants				
	B40/ Households living below the poverty line				
	Indigenous peoples, e.g., the Orang Asli				
	Unemployed individuals aged 50 and above				
	Parolees/ Ex-convicts				
TVET GRADUATES	Graduates of public TVET institutes accredited by the Malaysian Qualification Agency (MQA) or the Department of Skills Development (JPK). Must be aged 16 – 40.	Minimum of 2 months			<ul style="list-style-type: none"><li>• Please refer to Q6 in this FAQ</li><li>• Permanent employee/contractual employee with a minimum contract duration of 12months</li></ul>
SCHOOL LEAVERS	School leavers aged 16 – 40 without a diploma-level (or above) qualification.				<ul style="list-style-type: none"><li>• Minimum monthly salary of RM1,500</li><li>• Permanent employee/contractual employee with a minimum contract duration of 12 months</li></ul>

- Kerjaya Madani applications are open from **1 May 2023 to 31 December 2023**. Please visit <https://kerjayamadani.perkeso.gov.my> for more information.

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## 11 What type of immigration pass does this policy apply to?

- This policy only applies to employers recruiting expatriates under an **Employment Pass**.
- This policy **does not apply** to non-Malaysians who enter the country using a Dependant Pass (DP), a Social Visit Pass (SVP) – Internship (SVP – I), a Visit Pass (VP), a Professional Visit Pass (PVP), or a Resident Pass – Talent (RPT).

## 12 Does this policy apply to public sector employers?

- **Yes.** All agencies in the public sector must advertise vacancies on MYFutureJobs portal before hiring any expatriate.
- Certain positions are exempt from these requirements. Please refer to **Question 13** for a full list.

## 13 Which positions are exempt from these requirements?

- Senior Management (C-Suite, Directors etc.)**  
High-level executive positions such as the Chief Executive Officer and the Director of Operations and equivalent.
- Positions Offering Salaries of RM15,000 and Above**  
Positions where the monthly basic salary is at least RM15,000.
- Representative Office / Regional Office (RERO)**  
REROs are established by foreign companies or organisations in Malaysia for the purpose of carrying out certain activities on behalf of their headquarters. REROs do not engage in commercial activities and do not need to be registered under the Companies Act 1965. Employers must receive approval from MIDA before hiring expatriates to staff REROs.
- Investors / Shareholders / Company Owners**  
Investors / shareholders / company owners who hold at least 30% equity and are directly involved in operations, e.g. as an Executive Director.
- Corporate Transfers / Placements / Trade Agreements**  
Expatriates who are assigned to work in a Malaysian branch / subsidiary by their parent company for training / exchange / knowledge and experience-sharing purposes.

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## vi. International Organisations

Organisations covered under the International Organisation (Privileges and Immunities) Act [Act 485] may appoint expatriates as Foreign Recruited Staff (FRS).

## vii. Athletes

Foreign athletes recruited to join Malaysian sporting organisations / clubs.

## viii. Renewal of the Employment Pass

Employment Pass holders in Malaysia are typically eligible for renewal as long as they continue to meet the required criteria, including the validity of their current pass and the terms of their employment. If there is no change in position name, academic qualifications, salary and job scope, employers may directly apply to the Immigration Department for an extension of the Employment Pass.

## 14 Should employers apply for the MYFutureJobs Recommendation Letter for exempted positions?

- **No.** Employers may directly deal with the relevant Approval Agencies.

## 15 Which advertising standards must employers comply with?

- **Each MYFutureJobs advertisement must only include one position name.** Employers cannot include alternative names for the same position. For example, a vacancy can be titled Senior Human Resource Executive but NOT Senior Human Resource Executive / Human Resource Manager.
- **The position name advertised on MYFutureJobs must exactly match the position name on documents submitted to the relevant Approving Agency and the Malaysian Immigration Department.** Inconsistencies may result in further delays.
- **All mandatory fields must be completed before a vacancy is posted.** Please refer to [https://www.perkeso.gov.my/images/hiring\\_rehiring/010121\\_-\\_Employer\\_Manual\\_For\\_Expatriate\\_FW\\_v11.pdf](https://www.perkeso.gov.my/images/hiring_rehiring/010121_-_Employer_Manual_For_Expatriate_FW_v11.pdf) for the relevant guidelines
- **Vacancies must be posted under the employer's own MYFutureJobs account.** Employers must not use another company's MYFutureJobs account to advertise.
- **Employers must check the "Foreign / Expatriate Application" box** when posting the vacancy. Failure to do so will result in the advertisement not being processed.



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## 16 Must employers re-advertise the vacancy before renewing an expatriate's Employment Pass?

- **No.** Employers do not need to re-advertise the vacancy or conduct more interviews for the purpose of extending an expatriate's Employment Pass.
- If there is no change in the position name, academic qualification, salary and job scope, employers may directly apply to the Immigration Department for the extension of the Employment Pass.

## 17 An expatriate works for a Malaysian employer. His / her position name was recently changed. Must the employer advertise the position on MYFutureJobs?

- The position must be advertised if the change in position name is accompanied by a significant change in the expatriate's job scope.
- Advertising is not required if the change in position name does not impact the expatriate's job scope.
- Employers should seek guidance from the relevant Approval Agencies for the process of change in the occupation.

## 18 Must employers obtain the MYFutureJobs Recommendation Letter before submitting an application to the relevant Approval Agencies?

- **Yes.** For non-exempt positions, employers must obtain a MYFutureJobs Recommendation Letter before submitting an application to the relevant Approval Agencies.
- The Recommendation Letter will be sent from [papd@perkeso.gov.my](mailto:papd@perkeso.gov.my)

## 19 Must employers obtain approval from the relevant Approving Agency for ALL expatriate hires?

- **Yes.** Employers must obtain approval from the relevant Approval Agencies before applying for an Employment Pass from the Immigration Department.
- Concurrently, applications can be made to obtain the MYFutureJobs Recommendation Letter via Xpats Gateway. Employers are encouraged to advertise early to obtain the MYFutureJobs Recommendation Letter within the desired time frame.

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## 20 Is the application for conditional exemption (PDKK) still applicable?

- **No.** The PDKK conditional exemption no longer applies. Employers must follow the procedures outlined in Question 6. Nevertheless, during the approval process, if the position is considered to be niche, an approval letter will be issued between 1-3 working days from the submission date.

## 21 Does this policy apply to employers based in Sabah or Sarawak?

- **Yes**, this policy also applies to employers based in Sabah and Sarawak.
- However, Sabah and Sarawak-based employers may have to fulfil additional requirements imposed by the Department of Labour Sabah, the Department of Labour Sarawak, the Sabah Immigration Department, and the Sarawak Immigration Department.
- Employers may also refer to other FAQs on PERKESO's website.

**FREQUENTLY ASKED QUESTIONS (FAQ) NO. 1/2023 is effective from 15th June 2023.**  
For more information, please contact the PERKESO Customer Service Team at **1-300-22-8000** or **papd@perkeso.gov.my**.

**PERTUBUHAN KESELAMATAN SOSIAL (PERKESO)**

**15 JUNE 2023**




# Advertising Expatriate Vacancies On MYFutureJobs

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## APPENDIX 1



**MYFutureJobs**  
My National Employment Service Provider

**HIRING OUTCOME REPORT**

*Note: This report must be submitted after the minimum advertising period of 30 days has ended*

A.	Position Title (As posted in MYFutureJobs)	
B.	Company Name	
C.	Company Registration No (SSM/ROB/ROC etc)	
D.	SOCISO Employer Code (If Applicable)	
E.	Employer Mobile No	
F.	Employer Email	
G.	Interview Date & Time	
H.	Interview Location	
I.	Advertisement Link	

NO	NRIC	Name	Mobile No	Email	Gender	Educational Level	Result	Remark (If Failed)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

I declare that all information given above is correct and valid. I truly understand that should there be incorrect or false information in this report, may cause delay in processing or potential rejection of the application.

EMPLOYER'S DECLARATION	
SIGNATURE	
<b>Name</b>	
<b>Position</b>	
<b>Date</b>	
<b>Official Stamp of Employer</b>	

- Note:**
- This form must be completed on Microsoft Excel. Please download the Excel file from the PERKESO website.
  - Employers must list all candidates who applied via MYFutureJobs.
  - Submission delays may result in processing delays.

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## APPENDIX 2

BIL	PERKESO NEGERI	PEGAWAI KEY ACCOUNT MAJIKAN	ALAMAT E-MEL
1	KUALA LUMPUR SELANGOR/ PUTRAJAYA	1. Murni Faezah Binti. Jalaluddin	faezah.jalaluddin@perkeso.gov.my
		2. Jasminerah Binti. Abdul Jalil	jasminerah.jalil@perkeso.gov.my
		3. Atika Syahera Binti. Norhisham	syahera.norhisham@perkeso.gov.my
2.	SELANGOR/PUTRAJAYA	1. Murni Faezah Binti. Jalaluddin	faezah.jalaluddin@perkeso.gov.my
		2. Atika Syahera Binti. Norhisham	syahera.norhisham@perkeso.gov.my
3	NEGERI SEMBILAN	1. Abdul Hafidz Bin. Othman	hafidz.othman@perkeso.gov.my
4	MELAKA		
5	JOHOR		
6	PAHANG		
7	TERENGGANU	1. Maizatul Naziha Binti. Yaziz	naziha.yaziz@perkeso.gov.my
8	KELANTAN		
9	PERAK		
10	KEDAH/ PERLIS	1. Noor Syazeera Binti. Shahbudin	syazeera.shahbudin@perkeso.gov.my
11	PULAU PINANG		
12	SABAH	1. Glory Maclean	glory.maclean@perkeso.gov.my
		2. Muhammad Hisyam Bin Amiruddin	hisyam.amiruddin@perkeso.gov.my
		3. Jumadia Binti Tai Sin Yu	jumadia.yu@perkeso.gov.my
13	SARAWAK	1. Mohamad Nazirul Hafiz Bin. Mohamad Yakub (Kuching)	hafiz.yakub@perkeso.gov.my
		2. Nudra Shafini Binti Mohd Nazari (Kuching)	shafini.nazari@perkeso.gov.my
		3 Diana Anak Albert (Sibu)	diana.albert@perkeso.gov.my
		4. Syafiqah Hanim Binti Jekeria (Miri)	hanim.jekeria@perkeso.gov.my
		5. Baxther Ryan Anak Adrick Bangun (Bintulu)	ryan.adrick@perkeso.gov.my
14	LABUAN	1. Jasminerah Binti. Abdul Jalil	jasminerah.jalil@perkeso.gov.my

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## APPENDIX 3

### LIST OF MYFUTUREJOBS CENTERS

NO.	STATE	ADDRESS
1.	Kuala Lumpur	Pejabat PERKESO W.P. Kuala Lumpur No. 155, Jalan Tun Razak, 50400 Kuala Lumpur
2.	Selangor/ Putrajaya	Pejabat PERKESO Negeri Selangor Lot 141, Seksyen 6, Jalan Selangor, 46990 Petaling Jaya, Selangor
3.	Negeri Sembilan	Pejabat PERKESO Negeri Sembilan Lot 3757, Lot 52, Jalan Sg. Ujong, 70000 Seremban, Negeri Sembilan
4.	Melaka	Pejabat PERKESO Negeri Melaka Jalan Persekutuan MITC, Ayer Keroh, Hang Tuah Jaya, 75450 Melaka
5.	Johor	Pejabat PERKESO Negeri Johor No. 26, Jalan Susur 5, Off Jalan Tun Abdul Razak, Larkin, 80200 Johor Bahru, Johor
6.	Pahang	Pejabat PERKESO Negeri Pahang Jalan Mat Kilau, 25000 Kuantan, Pahang
7.	Terengganu	Pejabat PERKESO Negeri Terengganu Lot 2467, Jalan Air Jernih, 20538 Kuala Terengganu, Terengganu
8.	Kelantan	Pejabat PERKESO Negeri Kelantan PT 304 - 307, Seksyen 22, Jalan Kota Darul Naim, 15538 Kota Bharu, Kelantan
9.	Perak	Pejabat PERKESO Negeri Perak No. 83, Jalan Hospital, 30450 Ipoh, Perak
10.	Kedah/ Perlis	Pejabat PERKESO Negeri Kedah Lot. 186, Jalan Teluk Wanjah, 05538 Alor Setar, Kedah

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11.	Pulau Pinang	Pejabat PERKESO Negeri Pulau Pinang No. 3012, Lebuhr Tenggeri 2, 13700 Seberang Jaya, Perai, Pulau Pinang
12.	Sarawak	Pejabat PERKESO Negeri Sarawak Lot 436, Section 54, No. 52 Travillion Commercial Centre, Jalan Padungan, 93100 Kuching, Sarawak
13.	Sabah	Pejabat PERKESO Negeri Sabah No. 11, Lorong Sempelang, Tanjung Aru, 88100 Kota Kinabalu, Sabah

The full list of PERKESO Offices nationwide can be browsed at the following link:

<https://www.perkeso.gov.my/hubungi-kami/pejabat-perkeso-new/ppn-ppp.html>

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## APPENDIX 4

NO.	APPROVING AGENCY	SCOPE OF COVERAGE
1.	Ministry of Home Affairs (MOHA)	General
2.	Malaysian Investment Development Authority (MIDA)	Manufacturing and selected industrial sectors
3.	Malaysia Digital Economic Corporation (MDEC)	Information technology sector
4.	Public Service Department (JPA)	Government Contract Officer
5.	Central Bank of Malaysia (BNM)	Financial, insurance and banking sectors
6.	Securities Commission (SC)	Securities and future market
7.	Malaysia Global Innovation & Creativity Centre (MAGIC)	Specific programs for the empowerment of entrepreneurship and new enterprises
8.	East Coast Economic Region Development Council (ECERDC)	Companies operating in the East Coast Economic Region
9.	Iskandar Regional Development Authority (IRDA)	Companies operating in Iskandar Malaysia
10.	TalentCorp Berhad (TC)	Sectors under NKEA
11.	Expatriate Committee (JKE)	Sectors that are not listed under the Approving Agency

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## APPENDIX 5



**PERTUBUHAN KESELAMATAN SOSIAL  
MENARA PERKESO PUTRAJAYA**  
8, LEBUH WAWASAN, PRESINT 2, 62100  
WILAYAH PERSEKUTUAN PUTRAJAYA  
Telefon : 03-80915300 E-mel : papd@perkeso.gov.my



Tarikh : XX XX 20XX

Rujukan Kami : MFJ/PD/20XX/X  
Nama Syarikat : XXX  
Kod Majikan PERKESO : XXX  
No. Pendaftaran Syarikat : XXX  
Perakuan Sah Sehingga : XX XX 20XX

Tuan / Puan,

### PERAKUAN PENGIKLANAN KEKOSONGAN JAWATAN DALAM PORTAL MYFUTUREJOBS DAN TEMU DUGA PENCARI KERJA TEMPATAN

Dengan segala hormatnya saya diarah merujuk kepada permohonan daripada majikan mengenai perkara tersebut di atas.

2. Sukacita dimaklumkan bahawa majikan yang tersebut di atas telah mengiklankan jawatan di Portal MYFutureJobs dan melaksanakan aktiviti pencarian pekerja tempatan seperti berikut:

No.	Perkara	Butiran
1.	Nama Jawatan	XX
2.	Jumlah Kekosongan	X
3.	Pautan Iklan MYFutureJobs	<a href="https://candidates.myfuturejobs.gov.my/search-jobs/description?jobId=XXXXXXXXXX">https://candidates.myfuturejobs.gov.my/search-jobs/description?jobId=XXXXXXXXXX</a>
4.	Jumlah Sesi Temu Duga	X sesi
5.	Jumlah Calon Temu Duga	X calon
6.	Status Temu Duga	Tiada calon berjaya

3. Sehubungan dengan itu, pihak majikan boleh mengemukakan permohonan bagi penggajian ekspatriat kepada Agensi Pelulus yang berkaitan untuk pertimbangan selanjutnya dalam tempoh sah laku perakuan ini. Keputusan akhir bagi penggajian ekspatriat dan pas penggajian ekspatriat adalah tertakluk dengan penilaian oleh jawatankuasa di peringkat Agensi Pelulus dan Bahagian Khidmat Ekspatriat, Jabatan Imigresen Malaysia.

4. Sekian untuk perhatian dan tindakan pihak tuan/ puan selanjutnya.

Sekian, terima kasih.

### "BERKHIDMAT UNTUK NEGARA"

Saya yang menjalankan amanah,

**KETUA EKSEKUTIF  
PERTUBUHAN KESELAMATAN SOSIAL**  
s.k.

- 1) Ketua Setiausaha  
Kementerian Sumber Manusia
- 2) Ketua Pengarah  
Jabatan Tenaga Kerja Semenanjung Malaysia
- 3) Pengarah  
Bahagian Khidmat Ekspatriat  
Jabatan Imigresen Malaysia
- 4) Ketua Pejabat  
Sistem Insurans Pekerjaan  
Pertubuhan Keselamatan Sosial