



Republic of Palau
SOCIAL SECURITY ADMINISTRATION

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JOB VACANCY ANNOUNCEMENT

Job Title : **Collection Officer**
Opening Date : **March 27, 2018**
Deadline : **April 26, 2018**
Starting Salary : \$11,000 to \$12,000 Annually
Grade : 5 to 6
Reports To : Employer Services Manager
Summary : The principal duties and responsibility of this position is to collect contributions from Employers, brief new business owners and domestic helpers, and perform payroll audits (Domestic Helpers).

Essential Duties & Responsibilities: Detail is available upon request

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be detail and public oriented, have well-developed communication and interpersonal skills. Must read and speak English and Palauan. Must possess the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Must be detail oriented and possess the ability to define problems, collect data, establish facts, and draw valid conclusions.

Education & Experience:

Must have at least a two-year degree in Accounting, Business Administration, or equivalent work experience. Must be computer literate with knowledge of Excel, Word, and other related office software.

Applicants must include a Resume, Certificates and Identification/Licenses.

Applications are to be addressed to:

Collection Officer (CO)
Attn: Ms. Ulai Teltull
Administrator
Social Security Administration
PO Box 679
Koror, PW 96940

You may contact us via email to administration@ropssa.org.