



Republic of Palau  
**SOCIAL SECURITY ADMINISTRATION**

1 Civic Center Road, Medalaih  
P.O. Box 679 Koror, Palau, PW 96940  
Phone: (680) 488-2457 or Fax: (680) 488-1470  
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**JOB VACANCY ANNOUNCEMENT**

**Job Title** : Claims Analyst  
**Opening Date** : April 26, 2018  
**Deadline** : May 25, 2018  
**Grade Level** : 4 to 8  
**Starting Salary** : \$10,000 to \$14,000  
**Reports To** : Member Services Manager  
**Summary** : The principal duties and responsibility of this position is to process benefit claims and help benefit claimants understand the pertinent Social Security benefit requirements.

**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 public oriented with good 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 two years of college education, preferably a four-year college degree in Business Administration or Accounting, 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:

**Claims Analyst  
Attn: Ms. Ulai Teltull  
Administrator  
Social Security Administration  
P.O. Box 679  
Koror, Palau 96940**

You may contact us via email to [administration@ropssa.org](mailto:administration@ropssa.org).