



Republic of Palau  
**SOCIAL SECURITY ADMINISTRATION**

1 Civic Center Road, Medal'aii  
P.O. Box 679 Koror, Palau, PW 96940  
Phone: (680) 488-2457 or Fax: (680) 488-1470  
E-mail: [administration@ropssa.org](mailto:administration@ropssa.org) Website: [www.ropssa.org](http://www.ropssa.org)

**JOB VACANCY ANNOUNCEMENT**

**Job Title :** HCF Benefits & Claims Representative  
**Opening Date :** September 11, 2017  
**Deadline :** October 10, 2017  
**Starting Salary :** \$10,000 to \$12,000  
**Grade :** 4 to 6  
**Reports To :** Health Care Fund Manager  
**Summary :** The principal duties and responsibility of this position is to provide benefits and claims information to MOH personnel and inquiring customers, to maintain information records for the purpose of providing up-to-date reference files, and to process deductions from medical savings accounts for outpatient services.

**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 have strong writing skills. Must be public oriented, have well-developed oral communication and inter-personal 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 Office Administration, Business Administration, 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:

**HCF Benefits & Claims Representative**  
**Attn: Ms. Ulai Teltull**  
**Administrator**  
**Social Security Administration**  
**PO Box 679**  
**Koror, PW 96940**

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