



Republic of Palau
SOCIAL SECURITY ADMINISTRATION

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JOB VACANCY ANNOUNCEMENT

Job Title : **Member Services (MS) Assistant Manager**
Opening Date : **September 22, 2017**
Deadline : **October 23, 2017**
Grade Level : 10 to 14
Starting Salary : \$16,000 to \$20,000
Reports To : Member Services Manager
Summary : The principal duties and responsibility of this position is to assist the Member Service Manager in overseeing the Member Service Section. Act as a section supervisor during the absence of section manager.

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. The individual must be detail and public oriented with good communication and interpersonal skills. The individual must be able to read and speak proficient English and Palau, and must have strong writing skills. 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:

The incumbent must have a four-year college degree preferably in Business Administration or a related field, or equivalent work experience in management. The incumbent 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:

MS Assistant Manager
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.