



*Republic of Palau*  
**SOCIAL SECURITY ADMINISTRATION**

1 Civic Center Road, Medalaii  
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** : **Employer Services Section (ESS) Assistant Manager**  
**Opening Date** : **July 18, 2019**  
**Deadline** : **August 18, 2019 and/or until filled**  
**Grade Level** : 10 to 14  
**Starting Salary** : \$16,800 Per Annum and depending on qualifications and experiences  
**Reports To** : ES Manager  
**Summary** : The principal duties and responsibility of this position is to develop an audit plan for the year, establish audit work, supervise and monitor audit files to completion and perform tasks relevant to audit and collection of tax as well as to provide assistance to ES Manager including backup in the event of the ESM's absence from the office.

**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.

**Education & Experience:** Must have a four-year college degree preferably in Business Accounting or a related field, or 10 years equivalent work experience. Prior work experience in a supervisory position, a plus. Must be computer literate with knowledge of Excel, Word, and other related office software. Must 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.

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

Applications are to be addressed to:

**ESS Assistant Manager**  
**Attn: Ms. Ulai Teltull**  
**Administrator**  
**Social Security Administration**  
**P.O. Box 679**  
**Koror, Palau PW 96940**

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