



Republic of Palau
SOCIAL SECURITY ADMINISTRATION

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JOB VACANCY ANNOUNCEMENT

Job Title : **Member Services Section (MSS) Manager**
Opening Date : **July 18, 2019**
Deadline : **August 18, 2019 and/or until filled**
Grade Level : 14 to 17
Starting Salary : \$21,000 Per Annum and depending on qualifications and experiences
Reports To : Administrator
Summary : The principal duties and responsibility of this position is to oversee and supervise the Member Services Section.

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 Bachelor's Degree in Business Administration or Accounting, with at least five (5) years of supervisory work experience. Must be computer literate with knowledge of Excel, Word, and other related office software. The individual must have strong writing skills and well-developed oral communication and inter-personal skills. The individual must be able to read and speak proficient English and Palau. 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:

MSS 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.