



Republic of Palau
SOCIAL SECURITY ADMINISTRATION

P.O. Box 679 Koror, Palau, PW 96940
Phone: (680) 488-2457 or Fax: (680) 488-1470
E-mail: administration@ropssa.pw Website: www.ropssa.pw

JOB VACANCY ANNOUNCEMENT

Job Title : Senior Claims Examiner
Opening Date : March 30, 2023
Deadline : April 30, 2023
Starting Salary: \$15,750 Per Annum and depending on qualifications and experiences
Grade : 9 to 11
Reports To : Member Services Manager
Summary : The principal duties and responsibility of this position is to assist the Member Services Manager in auditing benefits, processes, and systems including examining benefit payables thoroughly for check printing purposes, earning test application, annual benefit recalculation and annual survey reports and for other tasks as assigned by Member Service Section.

Essential Duties & Responsibilities: _____ (see next page)

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. Must be public oriented with good communication and interpersonal skills. Must have ability to write, read and speak English and Palauan. Must possess the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Must possess the ability to define problems, collect data, establish facts, and draw valid conclusions.

Education & Experience: Must have at least four years of college degree in Business Administration or Accounting and other related field. Must have minimum of four (4) years work experiences in office management and preference is supervisory experiences. 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:

Senior Claims Examiner Announcement
Attn: Ms. Elsie Ann Ikeya
Acting Administrator
Social Security Administration
P.O. Box 679, Koror, Palau PW 96940

You may contact us via email to administration@ropssa.pw.

Job Title: Senior Claims Examiner

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Responsible for audit new claims at closing, review existing claims against the system and lead claim analyst in monitoring and supervision of all benefits.
2. Audit all benefits to ensure proper documentation and that information in the file matches the system.
3. Responsible for reviewing not cleared benefit checks and resolve timely.
4. Responsible for running Earnings Test on a quarterly basis.
5. Responsible for running Annual Benefit Recalculation and print Recalculation Statements.
6. Review survey (questionnaire) against system to make sure all information is updated in the system.
7. Responsible for ensuring that information not provided is submitted for file.
8. Responsible for reviewing Termination/Resignation letters and determine if any benefit payments are due and ensure system is updated.
9. Responsible for maintaining death list and ensure that system is updated to reflect close status.
10. Develop new form, measures that will improve the processes of Member Service Section.
11. Provide oversight and backup in the event of the Member Services Manager's absence from the office.
12. Perform other tasks as assigned by the Member Services Manager or the Social Security Administrator.