



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

Ngesekes Road, Ngerbeched  
P.O. Box 679 Koror, Palau, PW 96940  
Phone: (680) 488-2457 or Fax: (680) 488-1470  
E-mail: [administration@ropssa.pw](mailto:administration@ropssa.pw) Website: [www.ropssa.pw](http://www.ropssa.pw)

**JOB VACANCY ANNOUNCEMENT**

**Job Title :** ADMINISTRATIVE ASSISTANT  
**Opening Date :** April 01, 2025  
**Deadline :** May 01, 2025 or Until Filled  
**Starting Salary:** \$13,110 - \$24,908 Annually and/or depending on qualifications & experiences  
**Grade Level :** 5 – 7  
**Report To :** Administrator  
**Summary :** The principal duties and responsibility of this position is to serve as executive secretary to the Social Security Administrator and the Board of Trustees. Other tasks include administrative duties in support of the Agency's other operational sections.

**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 well-developed communication and interpersonal 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 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 or equivalent work experience. Must be computer literate with knowledge of Excel, Word, and other related office software.

Applicant must fill an **Employment Application**, and include a **Resume**, **Certificates** and/or any **supporting documents and Identification/Licenses**.

Applications are to be addressed to: **Administrative Assistant**

**Attn: Mr. Clinton O. Ngemaes**  
**Social Security Administration**  
**P. O. Box 679**  
**Koror, Palau PW 96940**

You may contact us via email to [administration@ropssa.pw](mailto:administration@ropssa.pw). Or visit our website: <http://ropssa.pw>.