



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

P.O. Box 679 Koror, Palau, PW 96940  
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**JOB VACANCY ANNOUNCEMENT**

**Job Title : Member Services Assistant Manager**  
**Opening Date : February 24, 2025**  
**Deadline : March 24, 2025 or Until Filled**  
**Grade Level : 10 to 14**  
**Starting Salary: \$17,000 to \$21,000**  
**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.

**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. 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.

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

Applications are to be addressed to: **Member Services Assistant Manager**  
**Attn: Mr. Clinton O. Ngemaes**  
**Administrator**  
**Social Security Administration**  
**P.O. Box 679**  
**Koror, Palau 96940**

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