



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 : Benefits & Claims Assistant
Opening Date : August 12, 2026
Deadline : September 01, 2026 or UNTIL FILLED
Starting Salary: \$10,956 to \$23,447.60
Grade : 2-5
Report To : Member Services Manager
Summary : The principal responsibility is to print benefit checks and entering data for Social Security and Prior Service beneficiaries and claimants.

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 essential functions.

Education & Experience:

Must have at least two years of college education, preferably a two-year college degree in business or accounting. Must be detail oriented with good communication and interpersonal skills. Must be able to work under pressure to meet deadline. Must be able to speak Palauan and English. Must be computer literate with working knowledge of Microsoft Excel and Word.

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

Applications are to be addressed to:

**Benefits & Claims Assistant
Attn: Clinton Ngemaes
Administrator
Social Security Administration
P.O. Box 679
Koror, Palau PW 96940**

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