



Republic of Palau
SOCIAL SECURITY ADMINISTRATION

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

Job Title : COLLECTION OFFICER
Opening Date : June 24, 2026
Deadline : July 16, 2026 or UNTIL FILLED
Starting Salary: \$14,421-25,422.10 Annually and/or depending on qualifications and experience
Grade : 5-6
Report To : Employer Services Manager
Summary : The principal duties and responsibility of this position is to collect contributions from Employers, brief new business owners and domestic helpers, and perform payroll audits.

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 a two-year degree in Accounting, Business 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 to include a Resume, Certificates and/or any supporting documents and Identification/Licenses.

Applications are to be addressed to:

Audit & Collection Officer
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.