



Republic of Palau
SOCIAL SECURITY ADMINISTRATION

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

Job Title : Information Systems Specialist
Opening Date : August 12, 2026
Deadline : September 12, 2026 or UNTIL FILLED
Starting Salary: \$24,816.00-47,151.50 Annually and/or depending on qualifications and experience
Grade : 14-17
Report To : Administrator
Summary : The principal duties and responsibility of this position is to manage the SSA and HCF information systems.

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 a four-year degree in computer science or a certificate of completion from a recognized training institution and at least five years of hands-on experience. Prior work experience in a supervisory position, a plus. Must have experience and knowledge of Computer TCP/IP networking (MS Windows Server), Microsoft SQL Servers. Must also have extensive knowledge in the MS Windows operating system and MS Office Applications software. Experience in computer hardware repair a requirement.

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:

**Information Systems Specialis
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.