



Republic of Palau
SOCIAL SECURITY ADMINISTRATION

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

Job Title : Claims Analyst
Opening Date : October 12, 2026
Deadline : November 10, 2026 or UNTIL FILLED
Grade Level : 4 to 8
Starting Salary: \$13,000 to \$17,000
Reports To : Member Services Manager
Summary : The principal duties and responsibility of this position is to process benefit claims and help benefit claimants understand the pertinent Social Security benefit requirements.

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 be public oriented with good 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 be detail oriented and possess the ability to define problems, collect data, establish facts, and draw valid conclusions.

Education & Experience:

Must have at least two years of college education, preferably a four-year college degree in Business Administration or Accounting, or equivalent work experience. Must be computer literate with knowledge of Excel, Word, and other related office software.

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

Applications are to be addressed to: **Claims Analyst**
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.

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