



Republic of Palau
SOCIAL SECURITY ADMINISTRATION

P.O. Box 679 Koror, Palau, PW 96940

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JOB VACANCY ANNOUNCEMENT

Job Title : Senior Claims Analyst
Opening Date : August 12, 2026
Deadline : September 01, 2026 or UNTIL FILLED
Starting Salary: \$15,576 to \$35,300
Grade : 6-11
Report 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 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 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.

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

Applications are to be addressed to:

**Senior Claims Analyst
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.