



Republic of Palau
SOCIAL SECURITY ADMINISTRATION

1 Civic Center Road, Medal'aii
P. O. Box 679 Koror, Republic of Palau, PW 96940
Phone: (680) 488-2457 or Fax: (680) 488-1470
E-mail: administration@ropssa.org Website: www.ropssa.org

December 7, 2009

CAREER OPPORTUNITY

The Palau Social Security Administration is looking for a qualified person to fill the position of:
Administrative Officer

Job Title: Administrative Officer

Salary Range: Starting at \$14,000 per year, depending on qualification.

Requirements:

Must have a four-year college degree, preferably in Business or Public Administration. Must have a well-developed communication and inter-personal skills, with the ability to communicate to all levels of management and personnel. Must be detailed oriented and able to work under pressure to meet various deadlines. Must be computer literate with knowledge of Excel, Word, and other related office software. Must read, write and speak Palauan.

Job Description:

The Administrative Officer reports directly to the Social Security Administrator (SSA), and is responsible for managing the Social Security Administration office. It is the incumbents' responsibility to assist the SSA in ensuring that the agency and the management staff adhere to all written administrative policies and procedures to include travel, procurement, and personnel policies. The incumbent is also responsible for assisting the SSA in managing the human resources of the agency by ensuring that all personnel are trained as appropriate and such training are properly documented for use in promotion consideration and career advancement. The incumbent is also expected to help improve the administrative procedures of the agency by researching and proposing improvements for same.

Deadline for application: Open until filled.

If you are an innovative and a self-starter with excellent work ethics, positive attitude and not afraid of hard work; if you see an opportunity where others see a problem; we would like to talk to you. Forward your resume with a cover letter to the attention of Melinda Mills.

/s/ Greg Ngirmang
Social Security Administrator