

CAREER OPPORTUNITY

OPENING DATE: July 20, 2011

CLOSING DATE: Until Filled

Position: Healthcare Fund Services Manager
HCF Office, Belau National Hospital
Koror, Palau

Salary Range: \$18,500 - \$25,500 per annum, depending on qualifications

Qualifications: Must have a Bachelor's Degree in Business Administration, Accounting, or a related field, with at least five years of work experience at a managerial and supervision level. Some exposure to and/or knowledge of health insurance field is a plus. Must be able to negotiate and coordinate activities across different levels of various government agencies, and private health service providers. Must have well developed written and oral communication skills. Must be computer literate with knowledge of Excel, Word, and other related office software. Must read and speak English and Palauan.

Duties and Responsibilities:

1. Responsible for managing the Healthcare Fund operations and all its activities.
2. Responsible for preparing written materials (e.g. reports, memos, letters) for the purpose of documenting meetings and/or activities, providing written reference, and/or conveying information.
3. Responsible for identifying areas of improvements to the Healthcare Fund Rules and Regulations and propose procedures to follow.
4. Responsible for updating any of the HCF Section's Forms, policies, internal documents, as required by changes in rules and regulations and/or policies.
5. Responsible for coordinating training with SSA and/or MOH staff to ensure the proper implementation of HCF rules and regulations, and other policies.
6. Participates in the coordination of HCF outreach meetings, workshops, and/or seminars.
7. Responsible for communicating with insurance providers for the purpose of coordinating benefits for approved NHI-covered off-island referrals.
8. Attend the BNH Medical Referral Program (MRP) meeting to represent the HCF program to ensure adherence to HCF policies and procedures.
9. Responsible for the implementation of organization's goals and objectives, as directed by the Social Security Administrator.

Employment applications can be picked up from the Social Security office or Healthcare Fund office located at BNH. Please forward your completed application, along with a resume and cover letter to the attention of Bibrekei Rengulbai.