August 16, 2013

**CAREER OPPORTUNITY**

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

**Job Title: Social Security Administrator**

**Salary Range: Depending on qualifications.**

**Qualifications:**

Must have a professional degree at an accredited four (4) year academic institution, college, or University in the area of Finance, Administration, Business, Management, Accounting, Law, or other related field. Must have at least five (5) years of experience in the professional areas of Finance, Administration, Business Management, Accounting, Law, or other related field. Never been convicted of any felony or similar crime in the Republic of Palau or in any other recognized jurisdiction; and not an elected official of a State or the National Government.

**Duties and Responsibilities** are established under Title 41 of the Palau National Code, in Chapter 6, Subchapter III for the Social Security Administration and in Chapter 9, Subchapter 2 for the Healthcare Fund. These are available on the Website: www.ropssa.org.

**Deadline for application: Applications must be received by .**

Employment application can be picked up from the Social Security Administration. Please forward your completed application, along with a resume and cover letter to the attention of Merrian Emil.

**Administrator’s Duties and Responsibilities:**

***(under 41 PNC Part III, Section 305)* and *(under 41 PNC §909, Section 221)***

Administrator shall be responsible to the Board for the general administration of the Social Security Administration (SSA) and shall be delegated to duties and responsibilities that the Board hereby deem feasible and desirable which shall include, but are not limited to, the following:

1. To oversee the general administration of the System and to carry into operation the goals objectives, and policies established by the Board, and direct the day-to-day activities and operation of the System including the direction and supervision of all of the administrative and technical activities of the System;
2. To select and hire employees (including secretaries, managers, and other staff) of the System at his/her discretion, but subject to the guidance of the Board; terminate or discipline employees of the System in accordance with such personnel guidelines and procedures as may be promulgated by the Board, or, in the absence of such guidelines and procedures, in accordance with 33 PNC [Public Employment] or the National Civil Service Board Regulations, to the extent that it may be adopted to the System; and contract for professional (including legal, auditing, and accounting), technical, and advisory services, and to plan, organize, coordinate, and control the services of such employees and independent contractors in the exercise of the powers of the Board under the general direction of the Board;
3. To attend, unless excused by the Board, all meetings of the Board and submit reports on the affairs of the System as required by the Board, as well as to keep the Board advised on the needs of the System and to ensure that all rules, procedures, policies, and by-laws of the Board are enforced;
4. To submit to the appropriate authorities, on forms and in the manner and at such times as the Board or 41 PNC may prescribe, or in such form as the Administrator deems proper in the absence of direction by the Board, detailed estimates of the amount of money required to be appropriated for the next ensuing fiscal period, from October 1st through September 30th of the following year, for the proper conduct of the System and the number of employees for which provision is made;
5. To receive and maintain all files and records including those of all employers and all employees subject to 41 PNC, these by-laws, and all other applicable regulations and laws, including auditing employer records, issue subpoenas and administer oaths appropriate to the administration of the System;
6. To arrange investments consistent with the laws as contained in 41 PNC and any investment guidelines formulated by the Board;
7. To furnish an annual report and audited statement of accounts to the President and the Olbiil Era Kelulau within ninety (90) days of books closing and to make recommendations to the Board for legislation to improve the System and to directly lobby the Olbiil Era Kelulau to enact such legislation;
8. To levy penalties and interest prescribed by 41 PNC, these by-laws, and all other applicable regulations and laws, on persons who willfully fail to report wages paid or pay contributions as required or on any covered employer who fails to submit quarterly reports and pay Social Security taxes due as required; also to institute whatever legal proceedings he or she shall deem necessary and proper to collect delinquent contributions, penalties, and interest due and owing to the System from any employer or to collect any other sums owed to the System;
9. To hold hearings and make decisions in accordance with 41 PNC and these by-laws for the purpose of determining any question involving any right, benefit, or obligation of any person subject to 41 PNC.
10. To make proper adjustments whenever an error has been made with respect to benefit payments to any individual by increasing or decreasing subsequent payments to which such individual is entitled or if such individual dies before such adjustment has been completed, to make adjustments by increasing or decreasing subsequently paid survivors’ benefit payments; provided, however, that no adjustment shall be made when adjustment or recovery would be contrary to law;
11. To annually formulate a list of specific goals and objectives for the System for review by the Board; and
12. To perform such other and additional duties as may be required or delegated by the Board.
13. To oversee the general administration of the HCFA and to carry into operation the goals objectives, and policies established by the HCFA and the Committee, and direct the day-to-day activities and operation of the HCFA including the direction and supervision of all of the administrative and technical activities;
14. To select, hire, terminate and discipline employees at his or her discretion, but subject to such personnel guidelines and procedures as may be promulgated by the Social Security Board, as well as contracting for professional (including legal, auditing, and accounting), technical, and advisory services, and to plan, organize, coordinate, and control the services of such employees and independent contractors subject to such guidelines and procedures as may be adopted by the Social Security Board;
15. To attend, unless excused by the Committee, all meetings of the Committee and submit reports on the affairs of the MSF as requested, keep the Committee advised on the needs of the MSF, as well as ensuring that all rules, procedures, policies, and by-laws are enforced;
16. To receive and maintain all files and records including those of all employers and all employees subject to 41 PNC, Chapter 9, these regulations, and all other applicable regulations and laws, and to make available for public inspection all rules and all other written statements of policy or interpretations formulated, adopted, or used and all final orders, decisions, and opinions of general applicability or effect upon the public;
17. To audit records, issue subpoenas and administer oaths appropriate to the administration of the MSF;
18. To furnish an annual report and audited statement of accounts to the President and the Olbiil Era Kelulau within ninety (90) days of books closing, and to make recommendations to the Committee for legislation to improve the MSF and to directly lobby the Olbiil Era Kelulau to enact such legislation;
19. To institute whatever legal proceedings he or she shall deem necessary and proper to collect delinquent contributions and interest due and owing to the MSF from any employer or to collect any other sums owed to the MSF;
20. To maintain bank accounts as deemed necessary for the purposes of administration of the CFA, including the establishment of a separate bank account in a bank that is FDIC insured for all monies used to fund operations;
21. To hold hearings and make decisions in accordance with 41 PNC, Chapter 9 and these regulations for the purpose of determining any question involving any right, benefit, or obligation of any person subject to 41 PNC, Chapter 9;
22. To make proper adjustments whenever an error has been made; provided, however, that no adjustment shall be made when adjustment or recovery would be contrary to law;
23. To annually formulate a list of specific goals and objectives for the MSF for review by the Committee; and
24. To perform such other and additional duties as may be required or delegated by the Committee.