Republic of Palau
SOCIAL SECURITY ADMINISTRATION
P.O. Box 679 Koror, Palau, PW 96940
Phone: (680) 488-2457 or Fax: (680) 488-1470
E-mail: administration@ropssa.pw Website: www.ropssa.pw

JOB VACANCY ANNOUNCEMENT

Job Title : **HCF ADMINISTRATIVE ASSISTANT (HAWAII)**
Opening Date : **November 3, 2026**
Deadline : **November 20, 2026**
Starting Salary : $14,000 - $35,000
Base Grade : 5 to 7 to be under contract with housing allowance
Reports To : HCF MEDICAL REFERRAL COORDINATOR

Summary : The principal duties and responsibility of this position is to serve as administrative assistance to the Palau Healthcare Fund in support of the Medical Referral Coordinator based in Honolulu, Hawaii. Other tasks include administrative duties in support of the Palau Healthcare Fund other operational sections.

Essential Duties & Responsibilities: 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 have well-developed communication and interpersonal skills. Must have a driver license to operate a vehicle in Hawaii. 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 a two-year degree in Office Administration 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:

HCF Administrative Assistant (Hawaii)
Attn: Mr. Clinton O. Ngemaes
Administrator
Social Security Administration
P.O. Box 679
Koror, Palau PW 96940

You may contact us via email to administration@ropssa.pw.