



Republic of Palau  
**SOCIAL SECURITY ADMINISTRATION**

Ngesekes Road, Ngerbeched  
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**JOB VACANCY ANNOUNCEMENT**

**Job Title** : HCF Administrative Assistant (Station: Taiwan)  
**Opening Date** : August 16, 2021  
**Deadline** : September 15, 2021  
**Starting Salary**: \$11,000-16,583 Per Annum and/or depending on qualifications & experiences  
**Housing** : \$700 Monthly  
**Grade** : Base Grade is 5 to 7 to be under contract  
**Report To** : HCF Senior Utilization Reviewer  
**Summary** : The principal duties and responsibility of this position is to assist HCF Senior Utilization Reviewer in the coordination of care of referral cases from Palau and ensure patient's logistical needs are met. Collaborate with HCF Administrative Assistant in Palau to effectively coordinate medical care to Taiwan in the most effective and efficient manner. Review and submit monthly Operation report to the Healthcare Fund. Responsible in ensuring that housekeeping at the Palau Houses is maintained. Maintain good working relationship with landlords.

**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. Must have at least two (2) years of administrative or office assistant experience, office experience within the medical field is preferred. This position requires strong organization skills, fine attention to detail, good interpersonal skills and the ability to multi-task on an ongoing basis.

**Education & Experience:**

Must have at least two year degree in Office Administration or equivalent work experience. Must be computer literate with knowledge of excel, word, and other related office software. Must have good verbal and writing skills in English, Mandarin Chinese is a plus.

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

Applications are to be addressed to: **HCF Administrative Assistant (Taiwan)**  
**Attn: Ms. Ulai Teltull, Administrator**  
**Social Security Administration**  
**P. O. Box 679**  
**Koror, Palau PW 96940**

You may contact us via email to [administration@ropssa.org](mailto:administration@ropssa.org).