

POSITION VACANCY ANNOUNCEMENT

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| LOCATION: FSM Social Security Administration, Chuuk Branch Office | Opening Date: May 7, 2018 |
| POSITION: Chuuk Branch Manager | Closing Date: May 21, 2018 |
| Salary Range: \$15,000.00 to \$20,000.00 per annum (depending upon qualification) | |

It is the policy of the FSM Social Security Administration that FSM Citizens be given priority consideration for employment with other Micronesians, U.S. Citizens and other nationals.

Nature of Work

This is a highly responsible work in administering and directing the Social Security program at the state level. The aim of this position is to ensure that the requirements of the FSM Social Security law and FSM Social Security Administration regulations, policies, processes, procedures and practices are fully fulfilled at State level and to improve the government's and public's understanding of the requirements and benefits of the FSM Social Security Law, in particular for employers, employees and beneficiaries.

This is a state position and the work is performed under the general direction of the Administrator of the FSM Social Security program.

Example of Duties

1. Plan the Branch operations and manage the Branch staff in a diligent and capable manner at all times and in all ways.
2. Arrange for the collection on a timely and competent basis of all the necessary and relevant data on claims, tax collection, audit and or delinquent employers, etc for transmission to Headquarters for appropriate action.
3. Present to the State Governments and general public the image of a sound and effectively managed branch.
4. Keep all State stakeholders well informed on the requirements and benefits under FSM Social Security laws, by means of a public information program using any and all media outlets locally available.
5. Prepare a branch office budget for Headquarters authorization and satisfactorily control its implementation.
6. Ensure proper distribution of monthly benefit checks to state beneficiaries.
7. Ensure that claim processing and employers' auditing are carried out in a planned, orderly and timely manner.

8. Ensure that tax collections are properly undertaken and accounted for.
9. Arrange for the preparation and submission of all regular and special reports required by Headquarters, including supervision of the State Social Security Tax Returns.
10. Supervise training and improve the knowledge of Branch staff in FSM Social Security Administration policies, processes, procedures and practices (including Social Security Law).
11. Perform competently and in timely fashion any other tasks as required by Headquarters, or as local circumstances may require.
12. Perform other duties as assigned.

Education & Work Experience Requirements

Position requires a minimum of Bachelor Degree in Business Administration, with a major in Public Administration and/or Accounting plus four (4) years of experience in managerial capacity or equivalent working knowledge/experience of Social Security Systems and excellent work ethics.

Application Instruction

Any interested candidates should obtain application form at any Social Security Branch Office or Headquarters. Forms used by State or National Government Personnel Offices are **not** acceptable. Submit the application or show postmark if mailed, no later than **May 21, 2018** along with diplomas and/or transcripts to any of the Social Security Branch Offices or to:

Federated States of Micronesia Social Security Administration
P.O. Box L
Kolonias, Pohnpei FM 96941

APPROVED FOR BROADCAST/ANNOUNCEMENT BY:

Alexander R. Narruhn
Administrator, FSMSSA

Date