

## POSITION VACANCY ANNOUNCEMENT

Location: FSM Social Security Administration, Chuuk Branch	Opening Date: September 12, 2018
Position: Technical Specialist	Closing Date: October 2, 2018
Salary Range: Depending Upon Qualifications	

The Federated States of Micronesia Social Security Administration is seeking for a qualified candidate to fill the position of a Technical Specialist at the Chuuk Branch Office. This is a state position and work is performed under the general direction of the Branch Manager.

### **Examples of Duties:**

Provides assistance, as so directed by the Branch Manager in the following:

- Collection on a timely and competent basis of all necessary and relevant data on claims, tax collection, audit, delinquent employers and etc., for transmission to Headquarters for appropriate action.
- Carry out all necessary requirements involving tax collection, receipts and banking;
- Carry out claim processing and data collection in a planned, logical and timely manner;
- Track employer delinquency on a timely basis;
- Ensure that tax collections are both properly undertaken and accounted for;
- Conduct employer audits and delinquent employer follow ups in a competent and planned way;
- Analyze terms of employer payment agreements and draw up amortization schedules.
- Practice good customer relations in dealing with all State level FSM Social Security Administration stakeholders;
- Keep all concerned in the State well informed on the requirements and benefits under FSM Social Security Laws, by means of public information program using any and all media outlets locally available;
- Ensure the correct distribution of benefit checks to beneficiaries in the state;
- Perform other duties as assigned.

**Requirements of Work**

- Must have knowledge of basic accounting and audit principles and procedures.
- Must have very strong Word or Excel skills and must be windows-literate.
- Must have excellent written and verbal communication skills, strong analytical skills and interpersonal skills required.
- Must be tactful and courteous in dealing with employers and claimants;
- Must possess a valid Driver's License.

**Education & Work Experience Requirements**

Position requires a degree in Business Administration, preferably an accounting major plus two years of experience in an office situation, dealing with the public and good human relations particularly customer relations.

**Application Instructions**

Any interested candidates should obtain application form at any Social Security Branch Office or Headquarters. Submit the application or show postmark if mailed, no later than October 2, 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. Naruhn  
FSMSSA Administrator

9/12/18  
Date