

## POSITION VACANCY ANNOUNCEMENT

Location: FSM Social Security Administration Kolonia, Pohnpei FM	Opening Date: December 10, 2020
Position: <b>Investigation Officer</b>	Closing Date: December 28, 2020
Salary Range: <b>\$5,000 to \$15,000 (depending upon qualifications)</b>	

The Federated States of Micronesia Social Security Administration is seeking for a qualified candidate to fill the position of an Investigation Officer at the Pohnpei 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:

1. Conducts investigation to ensure all current Social Security beneficiaries are eligible and in full compliance with the eligibility requirements;
2. Sets up diary log and filing system for all investigation cases including administrative incoming/outgoing correspondences;
3. Performs Preliminary audit/investigation by obtaining background information and reviewing available evidences such as allegation reports (external) and social security records (internal);
4. Performs Investigation Planning by documenting and establishing investigation objectives, scope of work, when to start and complete the investigation & etc.
5. Conducts interrogation to any alleged beneficiary who defrauds the FSM Social Security System;
6. Gathers evidences and conducts interview for witnesses if any;
7. Submits formal/written investigation reports to the Branch Manager and HQ on a timely manner;
8. Promptly takes proper action and responds to all incoming inquiries directed to Investigation Division;
9. Investigates and ensures that benefit checks are cashed and or credited to the rightful beneficiary;
10. Prepares an activity summary report directly to the Administrator on a quarterly basis and copied Branch Manager;
11. Perform other duties as assigned.

**Requirements of Work**

1. Must have knowledge of basic investigation and audit principles and procedures.
2. Must be computer literate.
3. Must have excellent written and verbal communication skills, strong analytical skills and interpersonal skills required.
4. Must be trustworthy, tactful and courteous in dealing with beneficiaries, claimants and witnesses.
5. Must possess a valid Driver's License.

**Education & Work Experience Requirements**

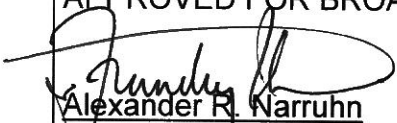
Minimum of two years college education with emphasis on Criminal Justice and Investigation, Audit or related field, plus one year work experience in areas of fraud/criminal investigations and business work environment.

**Application Instruction**

Any interested candidates should obtain application form at any Social Security Branch Office, Headquarter or website: [www.fsmssa.fm](http://www.fsmssa.fm). Submit the application or show postmark if mailed, **no later than December 28, 2020** along with diplomas, degree(s) 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

12/09/20  
Date