

## ANNOUNCEMENT OF POSITION VACANCY

Location: FSM Social Security Administration Headquarters, Kolonia, Pohnpei FSM	Opening Date: August 12, 2021
Position: <b>Claim Analyst</b>	Closing Date: August 26, 2021
Salary Range: <b>\$15,000.00 per annum (depending upon qualifications)</b>	

The Federated States of Micronesia Social Security Administration is seeking for a qualified candidate to fill the position of a Claim Analyst. To assist the Claim Officer in ensuring that all aspects of FSM Social Security law and FSM Social Security Administration policies and practices, which relate to claims and associated matters, are rigorously conformed to at all times.

### **Nature of Work**

- Assist the Claim Officer as, when and in what manner required, in a competent, reliable and timely fashion;
- Ensure that all aspects of claim logging, entering, packaging and processing are carried out expeditiously and correctly;
- Ensure that all new claim folders are set up and in compliance with the FSMSSA Claim Filing System;
- Carry out filing on a planned and regular basis, such that files can be retrieved easily and quickly at all times;
- Ensure that proper steps are taken in flagging and closing "Closed Benefits" in SS Main System;
- Process "Reinstatement of Benefits" for school certifications;
- Keep track of overpaid benefits and work with Accounting Division to log and resolve;
- Answer claimant queries in a pleasant, supportive and informative manner;
- Perform other duties as assigned and in job description.

**Requirements of Work**

Applicant must have had several years of office experience involving financial matters and must be proficient with computers and math. Individuals exhibiting care and attention to detail are preferred.


**Education Requirements**

Position requires two years of college, with emphasis on Business Administration or a related field.

**Filing Instructions**

Any interested candidates should obtain application form at any Social Security branch office or the headquarters. Submit the application or show postmark if mailed, no later than August 26, 2021, along with diplomas, degrees and/or transcripts to any of the Social Security offices or to:

FSM Social Security Administration  
P.O. Box L  
Kolonia, Pohnpei FM 96941

APPROVED FOR BROADCAST/ANNOUNCEMENT BY	
 Francky Hai Acting Administrator	<u>August 11, 2021</u> Date