

POSITION VACANCY ANNOUNCEMENT

Location: FSM Social Security Administration, HQ	Opening Date: January 20, 2025
Position: Claim Assistant	Closing Date: February 7, 2025
Salary Range: \$8,000 – \$12,000 per annum depending upon qualifications	

The Federated States of Micronesia Social Security Administration is seeking for a qualified candidate to fill the position of a Claim Assistant at the headquarters office. This position assists the Claim Officer and Claim Analysts 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 with at all times.

Objectives:

- Assist the Claim Officer and the Claim Analysts as, when and in what manner required, in a competent, reliable and timely fashion.
- Assist in ensuring that all aspects of claim logging, entering, packaging and processing are carried out expeditiously and correctly.
- Prepare monthly initial claim transmittals in an efficient, reliable and timely manner and assist as required with benefit check distribution to branches on time.
- Ensure that all new claim folders are set up and in compliance with the FSMSSA Claim Filing System (labeled, color coded by different types of benefits and by state).
- Carry out filing on a planned and regular basis, such that files can be retrieved easily and quickly, at all times.
- Assist Claim Analysts in flagging and closing "Closed Benefits" in SS Main System.
- Assist Claim Analysts in processing "Reinstatement of Benefits" for School Certifications.
- Answer claimant queries in a pleasant, supportive and informative manner.
- Perform other duties as assigned.

Accountability

- Responsible for making sure that the claim filing system is up to date and that file retrieval can be done easily, correctly and quickly.
- Expected to maintain a pleasant and supportive attitude to all claim inquiries, either from the public or branch offices.
- Responsible for the accuracy and completeness of all claim transmittals carried out.
- Joint responsibility with the Accounting Division for the timely and correct distribution of benefit checks to branches and for any subsequent corrections required.

Education & Work Experience Requirements

Position requires at least two years of college, with emphasis on office processes and procedures. Applicants must have at least three years experience in an office environment and must be dedicated, careful and reliable.


Application Instructions

Any interested candidates should obtain application form at any Social Security Branch Office, Headquarter or website at www.fmssa.fm. Submit the application or show postmark if mailed, no later than **February 7, 2025** along with degree 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

Applicants who wish to submit electronically may send their scanned documents to info@fsmssa.fm and deputy@fsmssa.fm

APPROVED FOR BROADCAST/ANNOUNCEMENT BY:


Leon Panuelo, Jr.
Administrator

January 17, 2025
Date