

Honorable Pulaali'i Nikolao Pula
Governor

Honorable Pulumata'ala Ae Ae Jr.
Lieutenant Governor



Titiaoalii Dr. Asenati Saau-Umi
DHR Director

Max Tuitele
Deputy Director

Falo Johansson
Deputy Director

AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799

JOB ANNOUNCEMENT

Job Title: Grant Administrator		Posting Date: July 28, 2026	Serial No.: 114-26
Department/Division: Health / Director's Office		Closing Date: August 18, 2026	Announcement No.: 114-26
Type of Position: Temporary Appointment	Posting Type: Employment Opportunity/ Open to the Public	Pay Grade and Salary Range: GS-16/\$25,012 - \$65,572p.a.	

General Description:

The Grant's Administrator is responsible for the administration, monitoring, and compliance oversight of federal, state, local, and private grant-funded programs within the Health Department. This position coordinates the full grant lifecycle, including pre-award planning, application development, post-award management, reporting, budgeting, and compliance activities. The Grants Administrator works closely with program managers, finance staff, department leadership, and external funding agencies to ensure grant funds are managed effectively and in accordance with applicable regulations and organizational policies.

Key Duties and Responsibilities:

- Research and identify funding opportunities that align with the departmental priorities and public health initiatives.
- Coordinates the preparation, review, and submission of grant applications and proposal.
- Assist program staff in developing project narratives, budgets, work plans, and performance measures.
- Ensure grant applications comply with funding agency requirements and submission deadlines.
- Manage awarded grants throughout the grant period, ensuring compliance with federal, state, and local regulations.
- Monitor grant activities, expenditures, deliverables, and performance outcomes.
- Interpret grant terms and conditions and provide guidance to program staff regarding compliance requirements.

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Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799

Ph: (684) 699-4481/ Email: info@hr.as.gov

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- Maintain comprehensive grant files and documentation for audits, monitor reviews, and reporting purposes.
- Ensure compliance with Uniform Guidance (2 CFR Part 200) and other applicable grant regulations.
- Collaborate with finance staff to monitor grant budgets and expenditure.
- Review reimbursements requests, invoices, and financial reports for accuracy and compliance.
- Track grant spending and identify potential budget variances or compliance concerns.
- Assist with budget modifications and grant amendments as needed.
- Prepare and submit required programmatic and financial reports to funding agencies.
- Monitor grant performance indicators and outcomes.
- Collect and analyze data support grant reporting requirements.
- Ensure timely submission of all reports and deliverables.
- Serve as a liaison between funding agencies, program managers, finance staff, and department leadership.
- Facilitate meetings related to grant planning, implementation, and monitoring.
- Provide technical assistance and training to staff regarding grant requirements and best practices.
- Support collaborative partnerships with community organizations and external stakeholders.
- Assist with grant audits, site visits, and monitor reviews.
- Implements corrective actions when compliance issues are identified.
- Develop and maintain internal controls to reduce financial and operational risk.
- Monitor regulatory changes affecting grant administration and recommend policy updates.
- Perform other job-related duties as assigned.

Knowledge, Skills, and Ability:

- Knowledge of grant administration principles and practices.
- Knowledge of federal grant regulations, including Uniform Guidance (2 CFR Part 200).
- Knowledge of budgeting, financial management, and reporting processes.
- Ability to interpret and apply complex regulations and funding requirements.
- Strong project management and organizational skills.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite, particularly Excel, Word, and PowerPoint.
- Ability to establish and maintain effective working relationships with diverse stakeholders.
- Strong analytical and problem-solving abilities.

Academic and Experience Requirements:

- Applicant must have a master degree from an accredited university or college plus 5 years of relevant work experience, 3 years of supervisory capacity OR bachelor degree plus 6 years, 4 years of supervisory capacity.

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- Years of progressively responsible working experience may be substituted for a portion of the academic requirement.
- Salary will be adjusted according to experience.

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 699-4481.

Fa'afetai tele,



Titiaolii Dr. Asenati Ietitaia Sa'au-Umi
Director, Department of Human Resources

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