

Honorable Pulaali'i Nikolao Pula  
Governor

Honorable Pulumata'ala Ae Ae Jr.  
Lieutenant Governor



Titiaoalii Dr. Asenati Ietitaia 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**

<b>Job Title:</b> <b>Office Administrator</b>		<b>Posting Date:</b> <b>December 2, 2025</b>	<b>Serial No.:</b> <b>157-25</b>
<b>Department/Division:</b> <b>Commerce</b>		<b>Closing Date:</b> <b>December 8, 2025</b>	<b>Announcement No.:</b> <b>157-25</b>
<b>Type of Position:</b> <b>Permanent Appointment</b>	<b>Posting Type:</b> <b>Employment Opportunity/ In-House</b>	<b>Pay Grade and Salary Range:</b> <b>GS-15/\$21,715 - \$62,275 p.a.</b>	

**Role Summary:**

The Office Administrator functions as a pivotal administrative leader within the Director's Office of the Department of Commerce. This role is charged with ensuring the seamless and efficient execution of the office's daily operations and is instrumental in providing critical support to both staff and departmental leadership. Serving as the principal liaison between the Director and internal teams, the Office Administrator is responsible for coordinating office functions, facilitating robust communication channels, ensuring the optimal utilization of departmental resources, and cultivating an organized, productive and highly professional work environment.

**Key Duties and Responsibilities:**

- Ensure the smooth, efficient, and secure daily operations of the Director's Office and the broader department through the implementation of robust office management systems and standardized administrative processes.
- Manage the functionality of office infrastructure, encompassing space management, office equipment, inventory of supplies, and technology resources; coordinate the timely execution of necessary maintenance or repairs.
- Oversee and maintain a rigorously organized filing and document management, office equipment, inventory of supplies, and technology resources; coordinate the timely execution of necessary maintenance or repairs.
- Develop, document, and enforce Standard Operating Procedures (SOPs) to formalize workflows, maximize productivity, and ensure consistency across all administrative functions.
- Administer departmental communications, ensuring the accurate and timely dissemination of official memos, updates, and directives to the appropriate personnel.

***This is an Equal Employment Opportunity Employer***

Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799  
Ph: (684) 633-4485/ Email: [info@hr.as.gov](mailto:info@hr.as.gov)

"Uphold Ethical & Fair Leadership, Fostering Transparency, & Ensuring Accountability"

- Liaise with ID, facilities, procurement, and other administrative support units to ensure the Director's Office and department are equipped with the necessary tools and support for effective operation.
- Monitor and manage administrative budgets allocated for office supplies, subscriptions, or services; track expenditures and perform reconciliation against departmental allocations as required.
- Act as the primary point of contract operational inquiries, ensuring prompt resolution or appropriate escalation.
- Maintain comprehensive knowledge of organizational policies and ensure their consistent and uniform application across all office procedures and practices.
- Proactively identify operational deficiencies or inefficiencies and propose practical, well-researched solutions for continuous process improvement.
- Contribute to continuity of operating planning (COOP) and office emergency preparedness efforts in coordination with safety and risk management teams.
- Provide professional guidance, leadership, or specialized training to other departmental employees (no direct supervisory authority over personnel outside of administrative staff).
- Exercise direct supervision over non-exempt, clerical, or designated office administrative personnel.
- Serve as the crucial primary liaison between departmental staff and the Director, facilitating timely, accurate communication and the efficient flow of critical information. Support the Director in coordinating and monitoring follow-up actions related to departmental initiatives, internal requests, and cross-departmental projects.
- Prepare and distribute formal internal communications, memoranda, or official updates on behalf of the Director, as authorized.
- Represent the Director's Office in internal meetings and engagements upon request, ensuring accurate information exchange and diligent follow-through on all assigned action items.
- Organize, schedule, and facilitate all-staff meetings, leadership briefings, and other essential departmental gatherings.
- Prepare formal agendas, accurately record comprehensive minutes, and systematically track action items to ensure organizational accountability and measurable progress.
- Manage the Director's professional calendar, schedule appointments, and coordinate meetings with both internal staff and external stakeholders.
- Ensure all meetings and official engagements are logistically sound, encompassing tasks such as room reservations, establishment of virtual meeting links, comprehensive document preparation, and necessary technical support.
- Maintain strict confidentiality and adhere rigorously to department policies, procedures, and the highest ethical standards in all administrative functions.
- Ensure that office documentation, official records, and communications are appropriately archived and remain accessible in strict adherence to departmental and legal standards for record-keeping.

---

***This is an Equal Employment Opportunity Employer***

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

Ph: (684) 633-4485/ Email: [info@hr.as.gov](mailto:info@hr.as.gov)

"Uphold Ethical & Fair Leadership, Fostering Transparency, & Ensuring Accountability"

- Assist in the compilation of reports, systematic data tracking, and the preparation of required documentation for audits, official reviews, or executive briefings.
- Coordinate responses to Freedom of Information Act (FOIA) requests or manage similar compliance-related documentation processes in collaboration with appropriate legal or compliance officers.
- Identify strategic opportunities to refine administrative processes and significantly enhance overall office efficiency.
- Solicit and gather constructive feedback from staff and leadership to formally evaluate existing office systems and recommend targeted enhancements.
- Implement and document best practices in office management, ensuring alignment with departmental goals and established public sector standards.
- Execute additional administrative, operational, or special project tasks as formally directed by the Director or senior department leadership.
- Provide support for emergent priorities and participate in cross-functional initiatives that directly align with the department's mission and strategic objectives.
- Demonstrate adaptability to evolving organizational needs, exhibiting flexibility and a proactive approach toward undertaking new responsibilities.
- Perform other job-related duties as assigned.

#### **Knowledge, Skills, and Ability:**

- Core Competencies:
  - Leadership & Initiative
  - Communication & Interpersonal Skills
  - Organizational Awareness
  - Attention to Detail
  - Problem Solving & Critical Thinking
  - Confidentiality & Professionalism
- Familiarity with financial budget tracking, governmental procurement systems, and standardized Human Resources procedures.
- Demonstrated excellence in interpersonal and communication skills, with a proven ability to effectively serve as a liaison between executive leadership and staff.
- Superior organizational capabilities, proficient problem-solving acumen, and proven ability to manage multiple complex tasks simultaneously.  
Advanced proficiency in the Microsoft Office Suite, email systems, virtual meeting platforms, and standard office technologies.
- A high degree of discretion is mandatory when handling confidential information and sensitive personnel matters.

#### **Academic and Experience Requirements:**

- Applicant must have a master's degree from an accredited college or university plus four (4) years of work experience and two (2) years of supervisory capacity.
- OR a bachelor's degree from an accredited university or college plus five (5) years of work experience and three (3) years of supervisory.

***This is an Equal Employment Opportunity Employer***

---

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

Ph: (684) 633-4485/ Email: [info@hr.as.gov](mailto:info@hr.as.gov)

"Uphold Ethical & Fair Leadership, Fostering Transparency, & Ensuring Accountability"

- 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 Saau-Umi**  
Director, Department of Human Resources

---

***This is an Equal Employment Opportunity Employer***

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

Ph: (684) 633-4485/ Email: [info@hr.as.gov](mailto:info@hr.as.gov)

"Uphold Ethical & Fair Leadership, Fostering Transparency, & Ensuring Accountability"