

Honorable Pulaali'i Nikolao Pula
Governor

Honorable Pulumata'ala Ae Ae Jr.
Lieutenant Governor



Titiaoalii Dr. Asenati Saau-Umi
DIHR 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: Program Coordinator		Posting Date: July 08, 2026	Serial No.: 106-26
Department/Division: Health / ELC		Closing Date: July 14, 2026	Announcement No.: 106-26
Type of Position: Temporary Appointment	Posting Type: Employment Opportunity/ Open to the Public		Pay Grade and Salary Range: GS-13/\$18,340 - \$48,760p.a.

General Description:

The Program Coordinator plays a critical role in supporting public health infrastructure by overseeing the administrative, operational, and reporting functions of the Epidemiology and laboratory Capacity (ELC) Program. This position is that ELC-funded activities are effectively coordinated, compliant with federal and territorial requirements, and aligned with public health priorities.

Key Duties and Responsibilities:

- Program Administration & Coordination (ELC Operations, Compliance, Monitoring).
- Reporting and Documentation (Programmatic Reports, Tracking, Meetings).
- Fiscal and Grant Support (Coordination, Tracking, Compliance Support).
- Training and Professional Development (Workshops, Capacity Building).
- Coordinate day-to-day administrative operations of the ELC Program, ensuring timely execution of program activities and alignment with approved work plans.
- Support implementation of ELC cooperative agreement requirements, including tracking deliverable, milestones, and performance measures.
- Compile, review, and submit required programmatic reports, narratives, and supporting documentation for ELC funding agencies.
- Ensure adherence to federal, territorial, and departmental policies, including grant compliance, recordkeeping, and audit readiness.
- Monitor program outputs and outcomes in collaboration with epidemiology and laboratory teams to support performance reporting and continuous improvement.

This is an Equal Employment Opportunity Employer

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

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

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

- Organize meetings, prepare agendas, documents actions items, and facilitate communication among internal and external stakeholders.
- Assist in the development and maintenance of program policies, standard operating procedures (SOPs), and administrative guidelines related to ELC activities.
- Provide administrative and logistical support during public health emergencies and outbreak response activities funded through ELC.
- Perform other job-related duties as assigned.

Knowledge, Skills, and Ability:

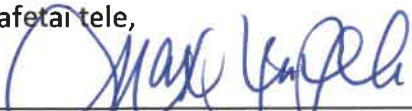
- Highly Proficient in Microsoft Office Suite.
- Experience with data tracking, reporting systems, and administrative databases.
- Knowledge of grant-funded public health programs and compliance requirements.
- Experience coordinating program activities and maintaining documentation.
- Familiarity with public health surveillance or laboratory support programs preferred.
- Ability to effectively support public health programs and community health initiatives.
- Familiarity with public health programs, grant-funded initiatives, and regional health systems.
- Strong organizational, analytical, communication, and interpersonal skills.
- Ability to work independently and collaboratively in a multidisciplinary environment.
- Demonstrated experience with program coordination, reporting, and compliance activities.
- Flexibility to work extended hours during emergency response situations
- Proficiency with administrative, data management, and reporting systems.
- Ability to synthesize program information for management and funding agency reporting.

Academic and Experience Requirements:

- Applicants must have a master's degree from an accredited college or university plus 2 years of relevant work experience OR bachelor plus 4 years, 2 years of supervisory.
- 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

This is an Equal Employment Opportunity Employer

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

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

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