

Honorable Pulaali'i Nikolao Pula
Governor

Honorable Pulumata'ala Ae Ae Jr.
Lieutenant Governor



Titiaolii 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: Training Coordinator		Posting Date: November 20, 2025	Serial No.: 152-25
Department/Division: Corrections		Closing Date: November 26, 2025	Announcement No.: 152-25
Type of Position: Permanent Appointment	Posting Type: Employment Opportunity/ Open to the Public	Pay Grade and Salary Range: GS-12/\$17,673 - \$43,023p.a.	

General Description:

The training coordinator coordinates all aspects of training initiatives, from needs assessment to program design and delivery.

Key Duties and Responsibilities:

- Conduct one-on-one counseling sessions with inmates to address personal, emotional, and behavioral issues.
- Conduct thorough assessments to identify training needs specific to the corrections environment.
- Collaborate with department heads and correctional officers to address unique skill gaps and compliance requirements.
- Design and develop training programs that align with the specialized needs of correctional staff.
- Incorporate industry-specific content into training materials, including security protocols, crisis intervention, and inmate management.
- Conduct engaging and interactive training sessions that address the unique challenges correctional staff face.
- Integrate scenario-based training to simulate real-world situations within a correctional environment.
- Conduct risk assessment related to training initiatives, identifying potential challenges and implementing mitigation strategies.
- Organize conference and workshops to facilitate knowledge sharing and professional development within the Department of Corrections.

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: hr@americansamoa.gov

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- Perform other job duties as assigned.

Knowledge, Skills, and Ability:

- Knowledge of American Samoa Administrative Code and Regulations.
- Responsible for the leadership of Safety, Quality, & Regulatory teams including mentoring, teaching, & ensuring the team is trained and current on all quality systems & regulatory issues.

Academic and Experience Requirements:

- Applicant must have a master degree plus 1 year of relevant work experience OR bachelor degree from an accredited college or university plus 3 years of relevant work experience, 1 year of supervisory capacity.
- 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 633-4485.

Fa'afetai tele,



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

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