

Honorable Pula'ali'i Nikolao Pula
Governor

Honorable Pulumata'ala Ae Ae Jr.
Lieutenant Governor



Titiaoalii Dr. Asenati Ietitaia Sa'au-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: Grants Analyst (2)	Posting Date: May 12, 2026	Serial No.: 071-26
Department/Division: Treasury	Closing Date: May 20, 2026	Announcement No.: 071-26
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 Grants Analyst will be responsible for managing, analyzing, and reporting on grant funding processes for our organization. This role involves reviewing grant applications, ensuring compliance with funding requirements, monitoring budgets, and preparing financial and performance reports. The ideal candidate will have strong analytical skills, experience with grant management software, and a solid understanding of grant regulations and best practices.

Key Duties and Responsibilities:

- Enter grant award amounts in OS, according to budget categories and budgeted amounts provided in the initial BUD202 for new grant awards.
- Review grant payment vouchers on a weekly basis for accuracy and completeness and verify the availability of funds in the grant account.
- Review requests for reimbursement monthly from departments and verify that requests are based on actual expenditures.
- Reconcile and certify the accuracy of the SF-270 prepared by the assigned department(s).
- Prepare drawdown of federal funds every two weeks for payroll and every week for accounts payable vouchers.
- Prepare journal vouchers, as required to record grants receivable, book cash receipts in the appropriate grant accounts when Federal fund is deposited, or post correcting entries.
- Update changes in grant budget categories for BUD202 requests from the assigned department(s).
- Perform close-out procedures for completed grants.

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

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- Provide hands-on training for the department financial officers to navigate the One Solution system and fill out federal financial reports as requested.
- Point contact for ASG Treasury with federal grantors inquiries related to the One Solution system, indirect cost, etc.
- Scan and email all requested documents for audit season.
- Communicate with federal grantor in response to issues that result in late submission of reimbursement.

Knowledge, Skills, and Ability:

- Knowledge of CFR (Uniform Guide), familiarity with Grants.gov and SAM.gov
- Proficiency in Microsoft Office, especially in Excel.
- Fluent in English and Samoan language.
- Has the ability to perform any duty or task given.

Academic and Experience Requirements:

- Applicant must have a master's degree from an accredited university or college plus one (1) year of work experience.
- OR a bachelor's degree from an accredited university or college plus three (3) years of work experience and one (1) year 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 633-4485/633-4000.

Fa'afetai tele,



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

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