



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

JOB ANNOUNCEMENT

Job Title: Project Coordinator		Posting Date: June 18, 2026	Serial No.: 097-26
Department/Division: Homeland Security		Closing Date: June 25, 2026	Announcement No.: 097-26
Type of Position: Permanent Appointment	Posting Type: Employment Opportunity/ Open to the Public	Pay Grade and Salary Range: GS-12; \$17,673 - \$43,023 p.a.	

General Description:

The Incumbent will assist the EMPG Program Coordinator to plan and coordinate the execution of all Emergency Management Performance Grant related programs. Management and implementation designs and strategies are to advance the objectives of the ASDHS-TEMCO. The Incumbent is the primary point of contact for all projects that are outlined and approved in the current EMPG Workplan. It will be the Incumbent's responsibility to provide the EMPG Program Coordinator and the upper ASDHS-TEMACO leadership with an accurate update of all project statuses and progressions and to also develop controls to ensure that project timelines and deadlines are met. Therefore, the Incumbent will be tasked with providing relevant strategies that will allow for success of project implementation or application.

The EMPG Project Coordinator will also assist the EMPG Assistant Coordinator to coordinate domestic preparedness and readiness activities with state, regional, and local agencies for the Territory; and implement strategic plans in accordance with the Federal, State, and Local laws as applicable. As the "second" within the EMPG Section, the Project Coordinator is expected to have intermediate to advanced knowledge of all the complexities and intricacies of the EMPG to include building rapport with the federal grantors. The Incumbent will also attend official program meetings/conferences on behalf of the Program Coordinator or the TEMCO Administrator if necessary. The Incumbent will also perform any "other duties as assigned by the ASDHS Director."

Key Duties and Responsibilities:

- Assist the EMPG Program Coordinator in the overseeing of all aspects of the EMPG Program as well as the Personnel that are funded under the program
- Develop and maintain the statistical information, in various formats including tables, charts, spreadsheets, and reports related to the EMPG Program, specifically the projects therein
- Participate in workgroups and attend public meetings and provide EMPG updates
- Perform related duties to specific tasks assigned by the Program Coordinator or higher
- Provide service to the public by answering questions, providing information, making referrals and assuring proper follow-up and or resolution of any program related issues

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- Communicate with managers, supervisors, co-workers, citizens, media, and others, maintain confidentiality and represent ASDHS-TEMCO
- Support and coordinate territorial, regional planning and coordination related to domestic preparedness and readiness issues
- Helps to coordinate the functions of departments which have emergency status during natural and other emergencies
- Assists in developing programs to carry out emergency preparedness responsibilities required by laws and regulations of the responsible local, state and federal agencies
- Serve as the local emergency planning, committee coordinator responsible to provide disaster planning to local industry and maintain the Territorial Emergency Operations Plan (TEOP)
- Promote emergency preparedness and other preventative activities through public media, TVs, Radio, newspaper, and meetings to educate the public
- Implement emergency preparedness warning systems, information system capable of receiving warning information to better guard ourselves against the threat of disaster before it strikes
- Assist and communicate special mitigation and preparedness project programs to the community, non-government organization, agencies and schools to mitigate ways to better prevent total emergency destruction
- Prepare and report on all mitigation and provide timely submission of project reports to the TEMCO Administrator
- Communicate to the TEMCO Administrator of any existing or potential programs or areas to improve mitigation and preparedness through training and education, management of resources, hazmat training and any other matters related or consistence with the smooth operation of emergency incidents
- Continually evaluate the pre and post emergency needs of the community and recommend proper courses to maintain community resiliency through mitigation and preparedness after disaster
- Accurately and in a timely manner deliver and complete all services associated with community mitigation and preparedness programs to ensure compliance with medical surveillance, safety, equipment, training applicable for hazmat emergency first responders
- Coordinate training for members of local agencies and non-government organizations for hazmat training in mitigation and preparedness to better respond, perform, recognize, identify and secure hazmat materials or spills.
- Coordinate mitigation and preparedness actions to assign and direct victims of disaster to community shelters utilizing evacuation teams to accommodate and facilitate the movement
- Maintain 24/7 Emergency Operation Center to continually monitor Earthquakes activities, Tsunami watch and other natural or man-made disasters/emergencies so that our community can respond with precision in a timely manner
- This Incumbent will also perform any “other duties as assigned by the ASDHS Director”

Knowledge, Skills, and Ability:

- Have knowledge, skills, and abilities to perform the duties of the specific position for which is being considered
- Must have knowledge of working with community applicable to emergency disaster
- Must have knowledge of dealing with local government agencies, non-government organizations, private sector, business community, faith-based community and others

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- Must have knowledge and understanding of cultural communication to ease facilitation of accurate response to help, assist, and save lives
- Must be able to complete necessary on-line and in person Incident Command System courses applicable to position and emergency management
- Completed the Basic Academy (IS 100, IS 200, IS 700 & IS 800)
- Completed the Professional Development Series (PDS) Courses
- Be able to speak, read and write in both English and Samoan Language
- Read, analyze, and interpret business and technical procedures and governmental regulations
- Must know how to type and be computer literate
- Apply technical skills in an effective manner
- Demonstrate interpersonal skills, including writing and verbal communication
- Physically able to perform manual work as required
- Ability to lead and supervise employees under normal and stressful situations
- Ability and knowledge of working with the community applicable to emergency disaster
- Must have knowledge dealing with off-island counterparts FEMA, NOAA and other non-government organizations
- Must have knowledge to coordinate responsibilities to facilitate harmonious response to help, assist, evacuate and save lives in time or emergency
- Knowledge of emergency management principles, laws, regulations, and procedures
- Ability to interact with members of the public, public officials, elected officials and media
- Ability to schedule, manage, coordinate, and conduct public information, training, and educational programs
- Working Conditions:
 - Physical surroundings:
 - Computer Network Equipment
 - Multi-Audio/Visual Equipment
 - Field Environment
 - Mobile Laptop Equipment
 - Emergency Operations Center (EOC)
 - Power Tools
 - Adverse working environment:
 - Field operations (Assessments during emergency activations)
 - RF Transmission
 - Exposure to extreme weather conditions
 - High Pressure environment (EOC activation)
 - Physical Effort
 - May require lifting equipment more than 50lbs
 - Work in small, enclosed area's
 - Domestic/International Travel:
 - May be required to travel to neighboring islands and US Mainland
 - Extensive Hours:
 - May be required to work after hours, weekends, or 24hr shift coverage during emergency situations or as needed to complete project deadlines or until emergency communications systems are fully operational

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Academic and Experience Requirements

- Applicant must have a master's degree from an accredited university or college plus one (1) years of relevant experience
- OR a bachelor's degree from an accredited university or college plus three (3) years of relevant experience, one (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 699-4481.

Fa'afetai tele,

 6/17/26
Titiaoaalii Dr. Asefati Ietitaia Sa'au-Umi
Director, Department of Human Resource

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