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Lynn Pulou-Alaimalo
Director, Human Resources

Max Tuitele
Deputy Director Personnel/Administration

Fa'agau Steve Lefiti
Deputy Director WIOA

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

JOB ANNOUNCEMENT

Job Title: ***Project Manager***	***Posting Date:*** ***June 06, 2022***	***Serial No.:*** ***149-22***
Department/Division: ***Office of Public Information/ Finance***	***Closing Date:*** ***June 10, 2022***	***Announcement No.:*** ***079-22***
Type of Position: ***Temporary Employment***	***Posting Type:*** ***Employment Opportunity/ Open to the Public***	***Pay Grade and Salary Range:*** ***GS 12 / $17,673 - $43,023 p.a***

General Description:
The Project Manager is to report to the Project Director and Senior Accountant and will manage and execute an ambitious digitization project. In this role, the incumbent will have complete oversight and accountability over staff assigned to the project. Also, the Project Manager will be responsible for overseeing contractor or vendor and project collaborator work related to these projects, manage the workflows including shipping of tapes to and from the vendor, inventorying, cataloging, and coordination with the AAPB Team at the Library of Congress and WGBH.

Key Duties and Responsibilities:
- Assist the AAPB Team in curating exhibits and or special collection, in consultation with KVZK staff
- Coordinate with other departments and colleagues at KVZK as necessary, including communications staff and legal counsel
- Coordinate with staff at the Feleti Barstow Public Library , Samoan Studies Institute and other cultural institutions on the island
- Lead the decision-making and issue resolution on the project, ensuring the overall success of the project, and that the project stays on schedule and deliverables are achieved
- Collaborating with remote partners on projects across multiple institutions
- Working with digitization vendors
- Perform other related duties as assigned

Knowledge, Skills and Ability:
- Have familiarity with metadata
- Have understanding of best practices around audiovisual media
- Ability to effectively express ideas and information verbally, and in writing
- Have excellent organizational skills, time management skills, and writing skills
- Ability to successfully balance time and achieve goals across large scale, collaborative projects
- Ability to work independently and ensure work is accomplished in a timely and accurate manner
- Knowledge of American Samoa History and be proficient in the Samoan language

This is an Equal Employment Opportunity Employer

- Have a positive attitude that contributes to the workplace culture

Academic and Experience Requirements:

- Applicant must have a Master's degree in related field from accredited university plus one (1) year of work related experience OR
- Bachelor's degree in related field from an accredited college or university plus three (3) years of work related experience, one (1) year of which at a supervisory capacity
- Salary will commensurate with skills, educational background, and years of related 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,

Lynn Alaimalo-Pulou
Director, Department of Human Resources

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