

Honorable Pulaali'i Nikolao Pula
Governor

Honorable Pulumata'ala Ae Ae Jr.
Lieutenant Governor



Titiaoaalii 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: Administrative Assistant		Posting Date: April 1, 2026	Serial No.: 050-26
Department/Division: Health / BCCP		Closing Date: April 28, 2026	Announcement No.: 050-26
Type of Position: Temporary Appointment	Posting Type: Employment Opportunity/ Open to the Public	Pay Grade and Salary Range: GS-09/\$16,467 - \$41,817p.a.	

General Description:

Working in variety of environments, from clinics and health centers to villages and faith-based organizations to meet the needs of the Breast and Cervical Cancer priority population. Administrative Assistant plays a crucial role in supporting the programs operations and ensuring its smooth functioning. Its basic functions and role involve scheduling and coordinating program calendar, appointments, meetings, events relating to the program goals.

Key Duties and Responsibilities:

- Coordinate and support the daily operations of the program office to ensure efficiency and compliance.
- Prepare, track, and follow up on purchase orders to ensure timely processing and receipt.
- Monitor inventory and procure office and medical supplies as needed.
- Maintain organized filing systems (electronics and hard copy) in accordance with program policies.
- Collaborate with program staff to promote workflow and effective service delivery.
- Serve as the primary point of contact for programming inquiries in person, by phone or via email.
- Provide accurate information regarding program services.
- Route inquiries appropriately and ensure timely follow up.
- Schedule, confirm, and manage appointments for program participants.
- Coordinate screening as needed by clinical staff
- Communication appointment details and reminder to patients as needed.

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

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- Prepare correspondence, presentation, reports, travel request, hiring documentation, and staff support.
- Process and track routine office requests and ensure timely completion.
- Coordinate logistics for meetings, including scheduling, preparation for materials, and room setup.
- Record, prepare and distribute minutes of meetings.
- Screening and route incoming calls, assist in developing, updating, and maintaining office policies and procedures.
- Assist with planning and coordination events and educational activities
- Distribute educational materials to increase community awareness of screening services.
- Provide additional administrative, operational, or programmatic support as needed.
- Perform other job-related duties as assigned.

Knowledge, Skills, and Ability:

- At least 2 years of office work experience.
- Possess a familiarity with computers and MS Windows.
- Possess the ability to communicate both orally and writing in English and Samoan.
- Work effectively in a team environment and possess knowledge of community and health resources for referral purposes.
- Candidate must have experience and be comfortable with public speaking and effectively communicate with patients.
- Must have problem-solving skills and interpersonal skills to be able to conduct and carry out the position duties and responsibilities.

Academic and Experience Requirements:

- Applicant must have a associate degree from an accredited university or college plus 4 years of relevant work experience.
- 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

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