

Honorable Pulaali'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: <i>Chief of Operations</i>	Posting Date: <i>January 09, 2026</i>	Serial No.: <i>02-26</i>
Department/Division: <i>Health / CHC</i>	Closing Date: <i>January 30, 2026</i>	Announcement No.: <i>02-26</i>
Type of Position: <i>Temporary Appointment</i>	Posting Type: <i>Employment Opportunity/ Open to the Public</i>	Pay Grade and Salary Range: <i>GS-16/\$25,012 - \$65,572 p.a.</i>

General Description:

The Chief of Operations at the American Samoa Community Health Center (ASCHC) is responsible for managing essential operational functions, including logistics, IT, Facilities Maintenance, Warehouse and Inventory Management, and security. Reporting directly to the Executive Director, the Chief of Operations ensures that all operational aspects of ASCHC run smoothly, safely, and efficiently to support the center's mission of providing comprehensive healthcare to the American Samoa Community. This position demands strategic leadership, attention to detail, and a commitment to operational excellence in a healthcare setting.

Key Duties and Responsibilities:

- Direct and oversee daily operations of Key departments, including Logistics, IT, Maintenance, Warehouse and Security. Establish and implement operational policies and procedures that promote efficiency, safety, and quality across all services. Collaborate with the Executive Director and Leadership team on long-term operational strategies.
- Manage logistics processes to ensure a reliable and cost-effective flow of medical and administrative supplies to all ASCHC sites. Oversee inventory and supply chain management within the warehouse, implementing systems to minimize waste and ensure accurate inventory tracking.
- Supervise IT operations to maintain a secure and efficient technology infrastructure that supports clinical and administrative functions. Work with IT staff to implement cybersecurity protocols and data privacy measures, ensuring compliance with healthcare data standards.

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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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- Oversee the maintenance of clinic facilities, coordinating repairs, upgrades, and preventive maintenance to create a safe and welcoming environment. Ensure all ASCHC sites comply with safety standards and that facility-related emergency protocols are in place and effective.
- Direct warehouse operations, including managing inventory control, storage, and distribution to ensure a consistent supply of essential materials and equipment. Develop systems to track and report inventory usage, ensuring accountability and efficient resource use.
- Establish security protocols to protect ASCHC facilities, staff, patients, and visitors, ensuring compliance with security measures. Coordinate training and emergency preparedness exercises to maintain a safe environment for all.
- Recruit, train and supervise operational staff, including logistics maintenance, IT and security personnel, fostering a collaborative and mission-driven team environment.
- Ensure compliance with all regulatory requirements across operational functions, including health safety, and data privacy standards. Identify and manage risks related to operational processes, developing contingency plans to minimize potential disruptions.
- Build relationships with vendors, community partners, and other stakeholders to support ASCHC's operational needs. Represent the Operations department in internal and external meetings as required by the Executive Director.
- Perform other job-related duties as assigned

Knowledge, Skills, and Ability:

- Minimum 5 years of experience in operations or facility management, preferably in a healthcare setting.
- Experience supervising multidisciplinary teams.
- Background in emergency preparedness or public safety.
- Excellent organizational, communication, and leadership skills.
- Certification in Organizational, Emergency Preparedness areas.

Academic and experience Requirements

- Applicant must have a master degree from an accredited college or university plus 5 years of work experience, 3 years of supervisory capacity OR bachelor degree plus 6 years, 4 years 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 699-8895.

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Fa'afetai tele,



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

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