

Honorable Pulaali'i Nikolao Pula
Governor

Honorable Pulumata'ala Ae Ae Jr.
Lieutenant Governor



Titiaoalii Dr. Asenati Ietitaia 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: <i>Administrative Assistant (Fire Services)</i>	Posting Date: <i>August 11, 2026</i>	Serial No.: <i>121-26</i>
Department/Division: <i>Search & Rescue / Fire Protection</i>	Closing Date: <i>August 18, 2026</i>	Announcement No.: <i>121-26</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-09/\$16,467 - \$41,817p.a.</i>

General Description:

The Fire Services Administrative Assistant is essential in supporting the Fire Services Department's mission by managing data collection, outreach, and awareness initiative related to wildland fire responses. This role will enhance community resilience and preparedness through effective communication and coordination.

Key Duties and Responsibilities:

- Gather, compile, and analyze data on wildland fire incidents, response outcomes, and community impacts.
- Maintain organized databases and records, ensuring data accuracy for reporting and analysis,
- Develop and implement outreach programs to inform the community about wildland fire prevention and response strategies.
- Organize and coordinate educational workshops, seminars, and public events focused on wildland fire awareness.
- Act as a liaison with community organizations, schools, and local agencies to promote fire safety initiatives.
- Create informative materials, including brochures, newsletters, and digital content to educate the public on wildland fire risks and safety measures.
- Collaborate with local media and social media platforms to disseminate information and promote events.
- Support training sessions for volunteers and community stakeholders on fire preparedness and response protocols.

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- Provide comprehensive administrative support to the Fire Service Department, including scheduling meetings, handling correspondence, and maintaining organized files.
- Perform other job-related duties as assigned.

Knowledge, Skills, and Ability:

- Strong organizational skills and attention to detail with the ability to manage multiple tasks effectively.
- Excellent written and verbal communication skills, with experience in public speaking and community engagement.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with database management systems.
- Ability to work collaboratively as part of a team and independently when required.

Academic and Experience Requirements:

- Applicant must have an associate degree from an accredited college or university plus 4 years of relevant 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, 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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