

Honorable Pulaali'i Nikolao Pula
Governor

Honorable Pulumata'ala Ae Ae Jr.
Lieutenant Governor



Titiaoalii 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: Data Manager		Posting Date: July 24, 2026	Serial No.: 116-26
Department/Division: Department of Health		Closing Date: August 14, 2026	Announcement No.: 116-26
Type of Position: Temporary Appointment	Posting Type: Employment Opportunity/ Open to the Public		Pay Grade and Salary Range: GS-14 \$19,567 –\$55,057 p.a.

General Description:

The Basic Function and Scope of Responsibilities for Data Manager is to evaluate the overall project implementation, project goals and activities and conduct project assessment and outcomes achieved. Data Manager will also conduct projects that needs assessment throughout project period and conduct interviews and hold meetings with project leadership to evaluate relevant implementation.

Key Duties and Responsibilities:

- Conducts evaluation of existing program data protocols
- Oversees project data collection and management
- Collaborates with project leadership and providers to develop and implement data collection methods and analysis
- Assists project leadership with planning, designing, and implementation
- Supervises and monitors project data personnel and tasks assigned
- Analyzes data collected and reported to identify project goals completed, areas for improvement, trends or patters that can be used to improve project/programs
- Prepares and submits reports of findings from evaluation and assessments
- Attends project planning meetings with grant officers
- Attends all program evaluation training and workforce development opportunities
- Represents the project leadership in the absence of the Project Director

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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Knowledge, Skills, and Ability:

- Knowledge of public health functions and essential Public Health Services, Public Health Organizations and programs data and evaluation procedures and best practices, grant reporting
- Skilled in Management tasks and program development
- Effective communication skills
- Skilled in preparing reports, coordination and planning along with facilitating meetings and networking
- Microsoft literate (Word, Excel, etc)
- Ability to lead, communicate with healthcare clinical and non-clinical providers, establish and maintain effective and productive working relationships

Academic and Experience Requirements:

- Applicant must have a master's degree from an accredited university or college plus 3 years of relevant experience OR bachelor's degree plus 5 years, 3 years of supervisory
- 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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