

Lemanu Peleti Mauga
Governor

Talauega E. Ale
Lieutenant Governor



Amalutasi Lynn Pulou-Alaimalo
Director

Max Tuitele
Deputy Director
Personnel/Administration

Falo Johannson
Deputy, WIOA

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

JOB ANNOUNCEMENT

Job Title: <i>Personnel Officer</i>	Posting Date: <i>January 22, 2024</i>	Serial No.: <i>012-24</i>
Department/Division: <i>Department of Search & Rescue</i>	Closing Date: <i>January 29, 2024</i>	Announcement No.: <i>012-24</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-13/ \$18,340- \$48,760 p.a.</i>

General Description:

The personnel officer plays an important role in the department's human resources by overseeing recruitment processes, onboarding new employees, managing employee records, and ensuring adherence to HR policies and regulations. He/She handles employee relations, assists with performance evaluations, and coordinates training programs to foster professional development. The personnel officer will stay updated on employment laws and industry best practices guidance from Department of Human Resources, contributing to a harmonious and compliant work environment.

Key Duties and Responsibilities:

- Understanding of employment laws, regulations, and HR best practices.
- Familiar with recruitment and selection processes, including interviewing techniques.
- Understanding of payroll processes and benefits administration.
- Familiar with training and development strategies.
- Understanding of labor relations and conflict resolution.
- Awareness of diversity and inclusion practices in the workplace.
- Confidentiality and discretion in handling sensitive employee information.
- Managing recruitment and selection processes, including job postings, resume screening, and interviews.
- Onboarding new employees, conducting orientations, and facilitating the completion of necessary paperwork.

This is an Equal Employment Opportunity Employer

Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799
Ph: (684) 633-4485 / Email: hr@as.gov
"Commitment to Service & Integrity"

- Maintaining accurate personnel records, including employment contracts, benefits information, and performance evaluations.
- Assisting in the development and implementation of HR policies and procedures.
- Handling employee relations, addressing concerns, and ensuring a positive work environment.
- Managing payroll processes, including timekeeping, salary adjustments, and deductions.
- Coordinating professional development opportunities with Training Coordinator for staff members.
- Overseeing performance evaluation processes.
- Assist employees with personnel queries such as increments, retirement plans, and leave policies.
- Monitor and ensure compliance with labor laws and regulations.
- Conduct exit interviews and analyze turnover trends to suggest improvements.
- Assist in resolving workplace conflicts and mediating disputes when necessary.
- Assist Chief of Administrative Services to forecast staffing needs and develop recruitment strategies.

Knowledge, Skills, and Ability:

- Knowledge of organizational policies and procedures.
- Knowledge of employee onboarding and orientation procedures.
- Knowledge of performance management and evaluation techniques.
- Problem-solving abilities to address HR-related challenges and concerns.
- Ability to work independently and collaboratively as part of a team.
- Proficient in using Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) or similar software.
- Negotiation skills for handling employment contracts and terms.
- Strong communication skills, both written and verbal.
- Time management skills to handle multiple tasks and deadlines.
- Strong organizational skills to manage personnel records and documentation.
- Excellent interpersonal skills for effective employee relations and communication.

Academic and Experience Requirements:

- Applicant must have a master's degree plus 2 years of relevant experience OR bachelor's degree plus 3 years, one year of supervisory capacity.
- Years of progressively responsible working experience may be substituted for 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 633-4485/633-4000.

Fa'afetai tele,



Amalutasi Lynn Pulou Alaimalo
Director, Department of Human Resources