

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: Program Coordinator		Posting Date: May 14, 2026	Serial No.: 075-26
Department/Division: Health / ELC		Closing Date: June 03, 2026	Announcement No.: 075-26
Type of Position: Temporary Appointment	Posting Type: Employment Opportunity/ Open to the Public	Pay Grade and Salary Range: GS-13/\$18,340 - \$48,760p.a.	

General Description:

The Program Coordinator plays a critical role in supporting public health infrastructure by overseeing the administrative, operational, and reporting functions of the Epidemiology and laboratory Capacity (ELC) Program. This position is that ELC-funded activities are effectively coordinated, compliant with federal and territorial requirements, and aligned with public health priorities.

Key Duties and Responsibilities:

- Program Administration & Coordination (ELC Operations, Compliance, Monitoring).
- Reporting and Documentation (Programmatic Reports, Tracking, Meetings).
- Fiscal and Grant Support (Coordination, Tracking, Compliance Support).
- Training and Professional Development (Workshops, Capacity Building).
- Perform other job-related duties as assigned.

Knowledge, Skills, and Ability:

- Highly Proficient in Microsoft Office Suite.
- Experience with data tracking, reporting systems, and administrative databases.
- Knowledge of grant-funded public health programs and compliance requirements.
- Experience coordinating program activities and maintaining documentation.
- Familiarity with public health surveillance or laboratory support programs preferred.

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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Academic and Experience Requirements:

- Applicant must have a master's degree from an accredited college or university plus 2 years of relevant work experience OR bachelor plus 4 years, 2 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,



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

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