

Lemanu Peleti Mauga
Governor

Talauega E. Ale
Lieutenant Governor



Lynn Pulou-Alaimalo
Director, Human Resources

Max Tuitele
Deputy Director
Personnel/Administration

Steve Lefiti
Deputy Director
WIOA

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

JOB ANNOUNCEMENT

Job Title: <i>CRI Coordinator</i>		Posting Date: <i>October 13, 2022</i>	Serial No.: <i>303-22</i>
Department/Division: <i>Marine & Wildlife Resources/CRAG</i>		Closing Date: <i>November 03, 2022</i>	Announcement No.: <i>132-22</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-15/\$21,715 - \$62,275p.a.</i>	

General Description:

The CRI coordinator will be responsible for all the aspects of Coral Reef Advisory Group (CRAG).

Key Duties and Responsibilities:

- Manage the CRAG Technical Committee and LAS/CRAG Working Group as each collaboratively coordinate development, planning and implementation of the Healthy Reef Local Action Strategy. This includes seeking and guiding project proposals relative to land-based sources of pollution, fisheries management, global climate change, and coral reef restoration
- Organize and assist the CRAG chair and coral POC at CRAG Executive Council meetings and assist the POC in responding to requests for information on/from American Samoa from the US Coral Reef Task force and the AI Islands Committee. Represent the POC, when needed, at AIC and USCRTF in-person and virtual meetings and participate in related working groups
- Supervise the CRAG Coral Reef Outreach and Education Coordinator, the Reef Resilience Coordinator, the monitoring Team, the DOI-funded Project Leader and Invasive Species Coordinator, and the National Coral Management Fellow. Supervision includes managing timecards and leave, initiating contract renewals, conducting staff evaluations, signing purchase orders, conducting staff meetings, managing conflict, providing project and professional guidance, advising project managers on CRAG grant management, etc
- Manage CRAG grants and produce quarterly and semi-annual performance reports and grant applications
- Review and provide comments on environmental policies, management plans, various types of environmental documents and obtain consensus on recommendations from CRAG agencies
- Providing support and assistance to researchers and off-island partners by providing information and coordinating logistics, workshops, training session and webinars
- Lead or participate in various conservation projects as needed, e.g., watershed protection/restoration initiatives, shipwreck removals, environmental literacy efforts, **environmental legislation creation, habitat or impact assessment**

This is an Equal Employment Opportunity Employer

- Stay abreast of new coral reef ecosystem science and relevant management strategies and disseminate as needed to CRAG leadership, agencies and partners
- All other duties and responsibilities as assigned

Knowledge, Skills and Ability:

- Experience communicating with multiple and diverse stakeholders including the general public, local regional, and federal government agencies, private partner organizations, NGOs, Pacific Island Nations, and the media
- Track record of successful public and/or private grant writing and administration
- Ability to motivate people, delegate responsibilities effectively and secure high quality results in a team setting that includes managers scientist, students, education staff and interns
- Ability to self-manage, adjust according to competing priorities and allocate time as necessary to complete tasks
- Ability to work as part of a team and with a diverse group of stakeholders
- Willingly to live and work on a small, remote and isolated island in the South Pacific
- Ability to work effectively with minimal supervision
- Strong interpersonal skills

Academic and Experience Requirements:

- Applicant must have a Master's degree in related field from an accredited university plus 4 years of work related experience, 2 years of which at a supervisory capacity OR
- Bachelor's degree in related field from an accredited college or university plus 5 years of work related experience, 3 years of which at a 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,



Lynn Pulou-Alaimalo
Director, Department of Human Resources