

Lemanu Peleti Mauga
Governor

Talauega E.V. Ale
Lieutenant Governor



Lynn Pulou-Alaimalo
DHR Director

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>Administrative Assistant I</i>		Posting Date: <i>November 3, 2022</i>	Serial No.: <i>315-22</i>
Department/Division: <i>Public Health/PHEP</i>		Closing Date: <i>November 16, 2022</i>	Announcement No.: <i>144-22</i>
Type of Position: <i>Temporary Appointment</i>	Posting Type: <i>Employment Opportunity/ Open to Public</i>	Pay Grade and Salary Range: <i>GS 09/ \$16,467 - \$41,817 p.a.</i>	

General Description:

Accounts and documents all the planning of funding expenses and program outcomes

Key Duties and Responsibilities:

- Determines need for and makes routine orders for EPRD necessary supplies, materials and equipment
- Must be able to perform accountability tracking on all office correspondence and activities
- Able to access local and INTERNET-based vendor information, solicits quotations, and processes necessary ASG paperwork in order to place orders for program supplies, specialized communications, health care, and/or public health-related equipment and supplies
- Sets up files, codes, indexes, tables and otherwise prepares classified material for filing or identification using standard, or accepted computerized systems
- Uses computer workstation to prepare reports and correspondence for all division program managers
- Emails communications, information and reports as requested by program leadership
- Plans and organizes special projects, programs, meetings, and/or events; including the design and distribution of invitations, flyers, conference materials and programs
- Maintains a constituency database used to generate a variety of documents and materials
- Researches and summarizes data to provide program leadership with the necessary information for program annual reports
- Performs other related duties as requested or assigned

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@americansamoa.gov / Fax: (684) 633-1139

"Here To Serve"

Knowledge, Skills and Ability:

- Must have taken the NIMS IS courses 700, 703, 800, 100, 200, 300 and 400.
- Must have the ability to work with a complex population of varying cultural backgrounds, temperaments and intellectual capacities in non-judgmental and confidential manner.
- Must have ability to work efficiently under stress
- Must have thorough knowledge of the general Territorial Disaster Action Plan (TDAP) is required for candidate to effectively discharge the responsibilities of the position.

Academic and Experience Requirements:

- Applicant must have an Associate Degree from an accredited school plus 4 years
- 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