

Honorable Lemanu P.S. Mauga
Governor

Honorable La'apui Talauega E. V. Ale
Lieutenant Governor



Max Tuitele
DHR Acting Director

Falo Johansson
Deputy Director

Lucille Thompson Leota
Acting Deputy Director

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

JOB ANNOUNCEMENT

Job Title: <i>Administrative Assistant I</i>	Posting Date: <i>May 07, 2026</i>	Serial No.: <i>069-26</i>
Department/Division: <i>Health / HEP Program</i>	Closing Date: <i>May 13, 2026</i>	Announcement No.: <i>069-26</i>
Type of Position: <i>Permanent Appointment</i>	Posting Type: <i>Employment Opportunity/ Open to the Public</i>	Pay Grade and Salary Range: <i>GS-09/\$16,467 - \$41,817p.a.</i>

General Description:

Reports to Contracts supervisor and will be responsible for carrying out Administrative @ Clerical duties pertaining to Personnel Contracts & Immigration. Providing these services to the department will ensure that procedures are maintained in an efficient manner.

Key Duties and Responsibilities:

- Work with Program Managers on processing all Personnel requirements for each program/grant. Process Advertising and requirements for each position. Assist Manager with developing of Position Description for each role.
- Prepare forms for Immigration applicants (DOH-Sponsored) employees [foreigners/immigration], new applicants and immigration renewals; set appointments with immigration (AG's Office)
- Provide administrative support to the Contracts supervisor by carrying out office duties including answering phones, taking messages, photocopying, faxing, mailings, preparing expense reports and updating electronic and papers files.
- Inform and contact department staff for employment paperwork such as working clearances [DPS, Medical, Court] and advice employees on payroll issues due to NTE.
- Process and track Personnel action requests (EOB Run): Provide updates for Contracts division to the Personnel Manager and present issues during staff meetings. Assist Finance/Payroll with funding/ Change of Accounts forms to update finding for staff payroll.
- Take notes and meeting minutes as needed: Handle correspondence for program/department staff as needed such as memos, emails. And reports.
- Perform other job-related duties as 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) 699-4481/ Email: info@hr.as.gov

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Knowledge, Skills, and Ability:

- Specific training courses in this field: Customer Service Training, EEO Training.
- General experience in this field: Advance experience in Computer literacy, WORD & EXCEL.
- At least 2 years in administrative supporting role.

Academic and Experience Requirements:

- Applicant must have an associate degree from an accredited college or university plus four (4) years of working experience.
- Years of progressively responsible working experience may be substituted for portioning 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,



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

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