

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**

<b>Job Title:</b> Administrative Assistant		<b>Posting Date:</b> February 04, 2026	<b>Serial No.:</b> 019-26
<b>Department/Division:</b> GO/Sports Complex		<b>Closing Date:</b> February 10, 2026	<b>Announcement No.:</b> 019-26
<b>Type of Position:</b> Permanent Appointment	<b>Posting Type:</b> Employment Opportunity/ Open to the Public	<b>Pay Grade and Salary Range:</b> GS-09/\$16,467 - \$41,817p.a.	

**General Description:**

The Administrative Assistant will provide essential support to the Sports Complex Management Office, ensuring the smooth operation of day-to-day activities. The ideal candidate will be organized, detail-oriented, and capable of managing multiple tasks efficiently.

**Key Duties and Responsibilities:**

- Assist with the preparation of reports, schedules, and correspondence; maintain accurate records and filing systems; perform other administrative tasks as assigned by the management team.
- Respond to inquiries from the public, in a professional and timely manner.
- Coordinate and schedule meetings, appointments, and events calendar for the Sports Complex Managers and update the bulletin board with current announcements, schedules, and important information.
- Draft and distribute emails, memos, and other communications on behalf of the Sports Complex Management Office.
- Monitor and order office supplies, equipment, and materials as needed.
- Maintain databases and records related to sports complex operations, including attendance, memberships, and facility usage.
- Perform general office duties such as photocopying, faxing, handling incoming and outgoing mail, and filing.
- Assist with the planning and execution of office events, meetings, conferences and sports events, including logistics, managing registrations, participant communication and catering arrangements, if necessary.

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Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799  
Ph: (684) 633-4481/ Email: [hr@americansamoa.gov](mailto:hr@americansamoa.gov)

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- Perform other job-related duties as assigned.

**Knowledge, Skills, and Ability:**

- Decision-making skills to work autonomously and manage specific tasks.
- Ability to communicate in fluent English & Samoan.
- Writing skills to ensure emails, letters, documents and social media posts uphold the brand identity.
- Familiarity with data entry software, such as Excel, Sheets or Type form.
- Proficiency in office software.
- Knowledge of office procedures and equipment.
- Familiarity with customer service principles.
- Ability to handle confidential information responsibly.

**Academic and Experience Requirements:**

- Applicant must have an associate degree plus 4 years of relevant work experience.
- 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 633-4485.**

Fa'afetai tele,



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

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