

Honorable Pulaali'i Nikolao Pula
Governor

Honorable Pulumata'ala Ae Ae Jr.
Lieutenant Governor



Titiaoolii 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: <i>Coordinator</i>		Posting Date: <i>August 13, 2026</i>	Serial No.: <i>120-26</i>
Department/Division: <i>American Samoa Environmental Protection Agency</i>		Closing Date: <i>August 19, 2026</i>	Announcement No.: <i>120-26</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-11/\$17,069 - \$42,419p.a.</i>	

General Description:

The coordinator for Disaster/Emergency Response and SPREP manages and planning, coordination for both the Disaster and Emergency Response Program and American Samoa's participation in the Secretariat of the Pacific Regional Environmental Program (SPREP). Under the direct supervision of the Division Head for Special Programs, the incumbent is responsible for receiving and disseminating all disaster-related communications from the local Department of Homeland Security, advising on response actions, and ensuring timely and accurate flow of information. Additionally, the Coordinator oversees local SPREP-related activities, maintaining communication between American Samoa's government and SPREP, managing program data, and ensuring the stakeholders are well informed. The position reports directly to the Division Head for Special Programs.

Key Duties and Responsibilities:

- Receive, document, file, and distribute all official communications from SPREP (including reports and other correspondence) to relevant departments and agencies within AS-EPA.
- Prepare, package, track, and document official correspondence from AS-EPA to SPREP, ensuring proper filing and providing updates on receipt status. This includes communications with SPREP partners and local stakeholders.
- Assist SPREP and local agencies in gathering data related to SPREP's priority areas: Climate Change Resilience, Environmental Governance, Ecosystems, and Waste Management.
- Conduct research on SPREP agenda items for meetings, roundtables, and workshops. Prepare official position statements for American Samoa's participation in these events.

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Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799
Ph: (684) 699-4481/ Email: hr@americansamoa.gov

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- Assist the Division Head and On-Scene Coordinate during EOC activations for natural disasters or man-made emergencies.
- Provide expertise to USEPA Region 9 On-Scene Coordinators during emergencies, specifically regarding the safe handling, collection, and disposal of hazardous waste and materials.
- Coordinate meetings, training sessions, and response teams in collaboration with AS-EPA divisions and the Department of Homeland Security.
- Monitor potential disaster threats and develop emergency response checklist in consultation with the Division Head. Assist in updating and disseminating agency evacuation and emergency response plans to relevant stakeholders.
- Coordinate special programs and logistics for SPREP officials visiting American Samoa, including setting up workspaces at the AS-EPA Green Building.
- Provide expert support on SPREP projects, particularly in policy development, data management, and reporting, to both agency programs and local stakeholders.
- Perform other job-related duties as assigned.

Knowledge, Skills, and Ability:

- Excellent written and verbal communication skills.
- Strong ability to manage both technical a policy-related tasks within environmental and emergency response contexts.

Academic and Experience Requirements:

- Applicants must have a bachelor's degree from an accredited college or university plus 3yrs of 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 699-4481.

Fa'afetai tele,



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

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