

Honorable Pula'ali'i Nikolao Pula
Governor

Honorable Pulumata'ala Ae Ae Jr.
Lieutenant Governor



Titiaoalii Dr. Asenati Ietitaia Sa'au-Umi
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AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799

JOB ANNOUNCEMENT

Job Title: Information Technology Manager		Posting Date: February 11, 2026	Serial No.: 021-26
Department/Division: American Samoa Environmental Protection Agency		Closing Date: February 18, 2026	Announcement No.: 021-26
Type of Position: Temporary Appointment	Posting Type: Employment Opportunity/ Open to the Public	Pay Grade and Salary Range: GS-14/\$19,567 - \$55,057p.a.	

General Description:

The Information Technology (IT) Manager performs a wide range of tasks to provide networking, computer, and database management assistance to all AS-EPA's programs as directed by the Administration Division Head – Administration Division. Tasks include workstation management, database design and management, server installation and maintenance, computer networking, and IT troubleshooting.

The IT Manager oversees the agency's information technology systems, digital infrastructure, and data platforms to support operations, programs, and community engagement as directed. This role ensures reliable, secure, and efficient IT services while advancing the effective use of technology across the agency across the agency. The position also leads to the development of the agency's GIS and data visualization capability, an emerging function. This role is ideal for a technology professional who is willing to learn, build, and guide GIS systems that support planning, reporting, and decision making.

Key Duties and Responsibilities:

- Manage and maintain the agency's IT infrastructure, including networks, hardware, software, software, cloud services, and data systems.
- Ensure system reliability, data integrity, cybersecurity, and compliance with agency policies and applicable regulations.
- Develop, implement, and maintain IT policies, procedures, and disaster recovery plans.
- Oversee system upgrades, user access, vendor relationships, and licensing agreements.

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Ph: (684) 633-4485/ Email: info@hr.as.gov

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- Provide technical support, troubleshooting, and guidance to staff.
- Oversee the agency's website(s) to ensure functionality, security, accessibility, and timely updates.
- Manage content management systems (CMS), hosting services domains, and backups.
- Implement best practices for website performance, usability, and search engine optimization.
- Support integration of online tools such as forms, event registration, learning platforms, and data dashboards.
- Provide technical and systems support for digital communications and marketing efforts, including email platforms, analytics, and social media tools.
- Collaborate with staff to support branding, outreach campaigns, and public engagement initiatives.
- Track and report on digital engagement metrics to support outreach and program evaluation.
- Support the use of digital tools for storytelling, program highlights, and partner engagement.
- Advise leadership on technology strategies that improve efficiency, scalability, and service delivery.
- Support grant-funded initiatives by providing technical input, timeous, budgets, and reporting metrics.
- Train staff on technology tools, cybersecurity awareness, and data systems.
- Coordinate with vendors, consultants, and partner organizations to support agency technology needs.
- Lead the development of GIS capability for the agency, including evaluating, learning, and implementing appropriate GIS tools and platforms.
- Build foundational GIS workflows, documentation, and standards to support agency programs and operations.
- Collaborate with program staff to identify opportunities where mapping, spatial analysis, and data visualization can support planning, monitoring, reporting, and community engagement.
- Develop basic to intermediate maps, dashboards, and visual products for internal use, grant reporting, and public-facing communications.
- Support responsible data management, accuracy, and data governance as GIS capability expands.
- Coordinate training, partnerships, and professional development to strengthen GIS capacity over time.

Knowledge, Skills, and Ability:

- Experience in IT systems management, digital platforms, or technical support roles.
- Experience managing or supporting websites and digital tools.
- Excellent verbal and written communication skills in English.
- Knowledge of information system development and database management and telecommunications systems; appropriate computer languages; applications and changes of hardware and software packages associated with computing systems.

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- Ability to maximize the use of facilities, hardware and software and resources.
- Proficient in the use of Microsoft Windows XP, Vista, & Windows 7 as well as MS Office Suites.
- Knowledge of local and wide-area networking devices, firewalls and routers, and etc.
- Knowledge of training and teaching in workplace situations.
- Demonstrated interest in GIS, data visualization, or spatial analysis, with a willingness to learn and lead GIS development for the agency.

Academic and Experience Requirements:

- Applicant must have a master's degree from an accredited university or college plus three (3) years of work experience.
- OR a bachelor's degree from an accredited university or college plus five (5) years of work experience and three (3) years of supervisory.
- 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 633-4485/633-4000.

Fa'afetai tele,



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

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