

Honorable Pula'ali'i Nikolao Pula
Governor

Honorable Pulumata'ala Ae Ae Jr.
Lieutenant Governor



Titiaoalii Dr. Asenati Ietitaia Sa'au-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>Petroleum Officer Assistant</i>		Posting Date: <i>April 29, 2026</i>	Serial No.: <i>060-26</i>
Department/Division: <i>Office of Disaster Assistance & Petroleum</i>		Closing Date: <i>May 04, 2026</i>	Announcement No.: <i>060-26</i>
Type of Position: <i>Temporary Appointment</i>	Posting Type: <i>Employment Opportunity/ Open to the Public</i>	Pay Grade and Salary Range: <i>GS-12/\$17,6739 - \$43,023p.a.</i>	

General Description:

Provide assistance to the petroleum office and contribute to the improvement of the office of Petroleum Management.

Key Duties and Responsibilities:

- Maintain copies of suppliers operating agreements, amended court plans and copies of bills of lading, checks and/or payments.
- Provide assistance to Petroleum Officer and Pacific Petroleum Task Force and Participate in Task Force Meetings.
- Attend meetings with suppliers and ASPC board.
- Fire school certification every 3 years.
- Study for Industrial Fire Fight School.
- Participate and attend oil spill trainings and meetings.
- Participate in terminal evacuation drills annually.
- Receive, review and file monthly reconciled inventory reports from both suppliers.
- Prepare change orders for contracts upon extension or renewal of contracts.
- Monthly training with petroleum officer on fuel pricing; BOL reports; MAPS; operations; regulations and rules.
- Attend yearly Pacific Energy Official meetings.
- Prepare fuel surveys on all gas stations on island on bi-weekly basis.
- Prepare contracts for Petroleum office and American Samoa Petroleum Co-op.
- Prepare ASPC expense report.
- Provide Inventory of tank farm maintenance material and general supplies.

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Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799
Ph: (684) 633-4485/ Email: info@hr.as.gov

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- Reconciliation of terminal fees, taxes, customer, etc.
- Prepare weekly activity report.
- Provide any reports requested by Director & Petroleum Officer.

Knowledge, Skills, and Ability:

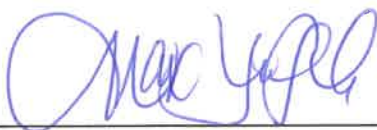
- Trained on Maximum Allowable Pricing and Calculations.
- Completed the ENRAF TANKSYSTEM training. Data acquisition software that enables real-time monitoring of inventory data, safe tank operations and precise product transfers.
- Received an eight (8) hour refresher HAZWOPER training course via Pacific Island Energy.
- Monthly Training with petroleum officer on regulations; rules; fuels pricing etc.
- Specific training courses in this field.
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Academic and Experience Requirements:

- Applicant must have a master's degree from an accredited university or college plus one (1) year of work experience.
- OR a bachelor's degree from an accredited university or college plus three (3) years of work experience and one (1) year 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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