

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: Division Head I		Posting Date: December 08, 2025	Serial No.: 160-25
Department/Division: Sports Complex		Closing Date: December 12, 2025	Announcement No.: 160-25
Type of Position: Permanent Appointment	Posting Type: Employment Opportunity/ Open to the Public	Pay Grade and Salary Range: GS-14/\$19,567 - \$55,057p.a.	

General Description:

The Sports Facility Division Manager is responsible for overseeing the efficient operation of the Sports Complex Management office, ensuring that administrative, logistical, and facility-related functions support the broader goals of athletic programming and community engagement. This role requires strong organizational leadership, attention to detail, and the ability to manage multiple priorities across staff coordination, facility use, and operational planning.

Key Duties and Responsibilities:

- Manage daily operations of the sports complex, including scheduling facility use, coordinating maintenance needs, and ensuring compliance with safety and usage policies.
- Maintain and conduct Annual Performance review in accordance with policies and procedures outlined in the Employee Handbook and HR guidelines.
- Serve as a point of contact for internal and external communications, including managing phone calls, emails and correspondence.
- Assistant the Finance Manager with budget preparation and monitoring, ensuring financial records are accurate, up to date, and meeting monthly and quarterly deadlines.
- Manage human resources functions, such as onboarding new employees, managing employee records, addressing payroll and personnel issues.
- Provide administrative support for staff and management.
- Organize and coordinate office events, meetings, and conferences, including logistics and catering arrangements if necessary.
- Oversee office technology, including computers, printers and other office equipment, and coordinate with IT support for trouble shooting and maintenance.

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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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- Uphold existing office and facility policies and recommend updates or new procedures to the Director to enhance operational efficiency and service delivery.
- Coordinate logistics for sports events, community programs and facility rentals, including scheduling, staffing, and vendor arrangements.

Knowledge, Skills, and Ability:

- Ability to lead and manage a team effectively.
- Strong communication skills are essential for working with staff, teams, and the public.
- Ability to handle unexpected issues that arise during operations and events.
- Must be highly organized to manage multiple projects, staff, and events simultaneously.

Academic and Experience Requirements:

- Applicants 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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