

Honorable Pulaali'i Nikolao Pula
Governor

Honorable Pulumata'ala Ae Ae Jr.
Lieutenant Governor



Titiaoalii Dr. Asenati Ietitaia 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: Data Specialist		Posting Date: November 19, 2025	Serial No.: 151-25
Department/Division: Health / MIECHV		Closing Date: December 10, 2025	Announcement No.: 151-25
Type of Position: Temporary Appointment	Posting Type: Employment Opportunity/ Open to the Public	Pay Grade and Salary Range: GS-10/\$16,917 - \$42,267p.a.	

General Description:

The incumbent is responsible to verify data reports compiled by data entry clerks and identify sources of data from Family Resource Specialist and their supervisors, Family Support Specialist and their Supervisors, Home Visitors and other areas that is required by program. Main duties to assure validity and quality of data collected by data clerks and home visiting staff and meets deadline of HRSA reporting and benchmark requirements, but it is not limited to the Department of Health when necessary. Must possess a valid driver's license and have a clean abstract.

Key Duties and Responsibilities:

- Assess reports compiled by data entry clerks.
- Identify data requirements and sources.
- Ensure data accuracy, integrity, and appropriate access to information.
- Develop procedures to clean, recode and merge multiple data files to conduct longitudinal studies.
- Develop expertise in comparative data from other institutions.
- Maintains confidentiality and adheres to HIPAA regulations.
- Reports data collection report to Data Specialist/QA specialist on a weekly basis.
- Input and enter data into data system adopted by MIECHV program.
- Able to identify and know updated status of data when questioned by supervisor or program coordinator.
- Know how to tabulate and summarize data for each month and quarter so CQI team at scheduled meetings can review it.
- Perform other job-related duties as assigned.

This is an Equal Employment Opportunity Employer

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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Knowledge, Skills, and Ability:

- Able to speak Samoan and/or English.
- Must be computer literate and have knowledge in Microsoft Word, Excel, Power Point
- Able to type 50 words per minute.
- 3 years' experience in the field of data entry and data analysis.

Academic and Experience Requirements:

- Applicant must have a bachelor degree from an accredited college or university plus 2 years of relevant 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,



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

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