## JOB ANNOUNCEMENT

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Posting Date:</th>
<th>Serial No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>July 30, 2024</td>
<td>096-24</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department/Division:</th>
<th>Closing Date:</th>
<th>Announcement No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education/Testing &amp; Evaluation</td>
<td>August 20, 2024</td>
<td>096-24</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Position:</th>
<th>Posting Type:</th>
<th>Pay Grade and Salary Range:</th>
</tr>
</thead>
</table>

### General Description:

Assist the Assistant and Program Directors of the Office of Testing and Evaluation with coordinating the office resources and the day-to-day office running.

### Key Duties and Responsibilities:

- Represents the AD of Testing and Evaluation in budget meetings and advises the AD on budget narrative, spending, and related matters.
- Advises the AD and assists with day-to-day chores of the office.
- Prepare a testing calendar for DOE.
- Prepares and follows up with all office purchase orders.
- Proctor and/or supervise tests.
- Use appropriate methods to manage changes in office project scope, test schedule, and travel.
- Assist with the collection of all testing data.
- Responsible for all office inter and intra-office communications.
- Create and maintain comprehensive office documentation.
- Prepare various materials in manual and electronic formats (e.g., reports, memos, instructions, presentations, etc.) to document activities and provide written references.
Knowledge, Skills, and Ability:
- Great educational background, preferably in the field of project management
- Knowledge of computer and office applications, particularly Microsoft Office and web content management
- Strong supervisory skills
- Ability to analyze problems and develop solutions
- Select and implement cost-effective measures
- Ability to work independently, use sensible judgment, and make decisions
- Excellent verbal and written communication skills
- Ability to work well with individuals with diverse backgrounds
- Solid organizational skills, including attention to detail and multi-tasking skills

Academic and Experience Requirements:
- Applicant must have a master's degree from an accredited college or university plus two (2) years of work experience.
- OR bachelor's degree plus 4 years of experience and 2 years of supervisory 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 633-4485/633-4000.

Fa'afetai tele,

[Signature]

Max Tultele
Acting Director, Department of Human Resources

This is an Equal Employment Opportunity Employer

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