

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

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Deputy Director

AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799

JOB ANNOUNCEMENT

Job Title: Territorial Planner		Posting Date: January 6, 2026	Serial No.: 164-25
Department/Division: Commerce/ Urban Planning & Development		Closing Date: January 26, 2026	Announcement No.: 164-25
Type of Position: Temporary Appointment	Posting Type: Employment Opportunity/ Open to the Public	Pay Grade and Salary Range: GS-14 / \$19,567 - \$55,057 p.a	

General Description:

This is a management-level planning position located within the Planning Division of the Department of Commerce (DOC). Under the supervision of the Deputy Director, the Territorial Planner serves as the Planning Division Manager and is concerned with community and economic development planning.

This position requires the formulation of agency and territory-wide policy, grant application US Federal agencies for annual funding, creation of plans, the development and projects, coordination of planning activities among local government agencies, and the implementation and management of community and economic development projects.

The Territorial Planner is responsible for the management of Planning Division staff and oversight of staff operations. The Planning Division consists of the Community and Economic Development Planning Branch, the Land Use Planning Branch, and the Community Development and Planning Program, which is comprised of HUD's Community Development and Community Service Block Grants and the EDA Grants Programs.

Key Duties and Responsibilities:

- **General and Economic Development Planning:**
 - Act in an advisory capacity for the formulation of economic, social and infrastructure development policy on a territory-wide basis.
 - Coordinate activities, programs or projects under the care of the Department of Commerce.
 - Coordinate and participate with government agencies, community leaders, special interest groups, committees or contractors during planning processes.
 - Coordinate meetings, hearings and other activities necessary for the adoption and implementation of plans.

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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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- Develop effective measures to guide and implement planning processes and create general, community, economic; environmental, land use and resources management plans.
- Develop and/or implement programs and projects for the Department of Commerce.
- Economic and impact analysis on local, regional and international issues.
- Forecasts for economic development and land use plans or proposals.
- General or master planning for Territory-wide, regional or local endeavors.
- Grant proposal preparation in support of Department of Commerce or ASG programs.
- Management of activities in the absence of, or in temporary replacement of dedicated personnel.
- Prepare plan documents for communities, counties and the Territory, including special studies, illustrative graphics and maps, guidelines, policies, standards and regulations.
- Procurement of contractual services related to architectural and engineering design projects.
- Recruitment of qualified personnel for the Planning Division of the Department of Commerce.
- Strategic Planning for capital improvements: "basic needs" infrastructure and commerce
- *Oversight of Personnel:*
 - Provide direct planning support or provide oversight of the activities assigned to staff for:
 - Regulatory and resource management, i.e.
 - Analysis and determination as to the compatibility of proposed private and public development projects to adopted or pending plan policies, official maps, elements, regulations and environmental review guidelines.
 - Territorial Planning Commission hearings and responsibility for plan review and permitting of development activities.
 - Incorporation of Geographic Information System (GIS) into division management.
 - Block grant program financial, program and project management.
- *Other Responsibilities:*
 - The Territorial Planner may also be called upon to represent the Department of Commerce at conferences, sit at commissions or to provide miscellaneous planning services as requested by the Director of the Department of Commerce.
 - Perform other job-related duties as assigned

Knowledge, Skills, and Ability:

- Excellent writing skills and effective oral communication
- A working knowledge of MS/Windows for word-processing, spreadsheet, and database development and management is needed.

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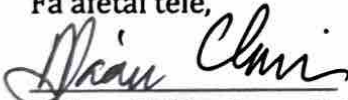
- Knowledge of Corel Word Perfect, Excel or QuatroPro, and Dbase or Access; and project management programs, such as Microsoft Project
- An understanding of geographic information systems (GIS) software, e.g. ArcView, the use of digital cameras and digital photo processing and projection systems is desirable.

Academic and Experience Requirements:

- Applicant must have a Master's Degree from an accredited college or university plus three (3) years of work-related experience
- OR a Bachelor's Degree from an accredited college or university plus five (5) years of work-related experience, three (3) years of supervisory capacity.
- Preferable work experience in the planning profession in the Pacific Region, in a cross-cultural environment or in underdeveloped areas or less developed countries is desirable.
- 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 699-8895.

Fa'afetai tele,



Titiaolii Dr. Asenati Ietitaia Saau-Umi
Director, Department of Human Resources

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