

Honorable Lemanu P.S. Mauga
Governor

Honorable La'apui Talauega E. V. Ale
Lieutenant Governor



Max Tuitele
DHR Acting Director

Falo Johansson
Deputy Director

Lucille Thompson Leota
Acting Deputy Director

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

JOB ANNOUNCEMENT

Job Title: <i>Program Coordinator</i>	Posting Date: <i>Aug 08, 2024</i>	Serial No.: <i>103-24</i>
Department/Division: <i>Department of Health</i>	Closing Date: <i>Aug 28, 2024</i>	Announcement No.: <i>103-24</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-13/\$18,340 - \$48,760p.a.</i>

General Description:

Assists the PHI team with program such monitoring grant application due dates, coordinate program meetings, interact with stakeholders, assist in workforce development projects such as data collection for workforce development plans & strategic plans. Assist with uploading grant application docs into Grant Solutions.

Key Duties and Responsibilities:

- Capture and record data relevant to Program for both Workforce Development and Evaluation.
- Assist with Workforce Development planning.
- Assist with Strategic Plans for Department of Health.
- Assist with Budget carryovers and NCC submissions, budget narratives.
- Monitor program budget funding for program.
- Assist with Administrative functions such as answering phone calls, maintain log of supplies.
- Perform other job-related duties as assigned

Knowledge, Skills and Ability:

- Specific training courses in this field (explain): Proficiency in Microsoft Office/other related software and be able to type 40WPM.
- General experience in this field (explain): Demonstrate knowledge and understanding about infants and toddlers who are eligible under this program, the Individuals with Disabilities

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: hr@americansamoa.gov / Fax: (684) 633-1139

"Commitment to Service and Integrity"

Education Act (IDEA and the federal regulations for Part C, the nature and scope of services available under the territory's intervention program.

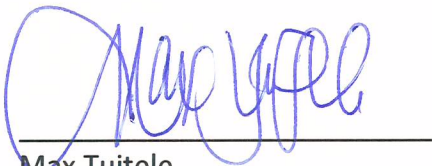
- Experience specific to this position (explain): work experience and training which provides the desired knowledge, skills, and abilities necessary to perform the position's essential duties and responsibilities.
- Must be able to speak Samoan fluently and have a valid AS driver's license.

Academic and Experience Requirements:

- Applicant must have an Master Degree from an accredited college or university plus two (2) years of work related experience OR Bachelor Degree from an accredited college or university plus four (4) years, two (2) years of supervisory
- Years of progressively responsible working experience may be substituted for 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,



Max Tuitele

Acting Director, Department of Human Resources

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