

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>Assistant Senior Compliance Review Officer</i>		Posting Date: <i>November 22, 2024</i>	Serial No.: <i>162-24</i>
Department/Division: <i>Commerce</i>		Closing Date: <i>December 06, 2024</i>	Announcement No.: <i>162-24</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-10/\$16,917 - \$42,267p.a.</i>	

General Description:

Compliance review of Land Use Permit Applications for minor project and maintain Permitting review process.

Key Duties and Responsibilities:

- DOC leads for minor LUP applications site visits
- Assist the SCRO prepare Land Use Permits with conditions approved by the PNRS Board; generate site visit and web portal reports as well as ASCMP position papers
- Assist the SCRO prepare and verify elevation certificates for applicants
- Update ASCRO tasks for permits on the electronic database management system. (ASCMP Dashboard)
- Review minor land use permits
- Conduct site inspections for minor LUP applications
- Assist the PNRSC with preparing the Legal Notice and PNRS Board Agenda
- Enforcement - issue Stop Work Orders (SWO) to violators and prepare SWO report

Knowledge, Skills, and Ability:

- Customer Service skills/Interpersonal Skills in communication & writing both in English and Samoan.
- Experience in Planning or Resource Management.
- Excellent computer skills; Proficiency in Access and Word
- Ability to input tabular data correctly and check information for accuracy.

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

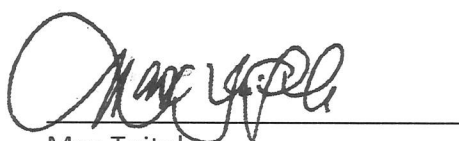
"Commitment to Service and Integrity"

Academic and Experience Requirements:

- Applicants must have a bachelor's degree from an accredited university or college plus two (2) years of work 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,



Max Tuitele

Acting Director, Department of Human Resources

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