

Honorable Pulaali'i Nikolao Pula  
Governor

Honorable Pulumata'ala Ae Ae Jr.  
Lieutenant Governor



Titiaoalii Dr. Asenati Ietitaia Sa'au-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**

<b>Job Title:</b> <b>Program Director</b>	<b>Posting Date:</b> <b>April 08, 2025</b>	<b>Serial No.:</b> <b>047-25</b>
<b>Department/Division:</b> <b>Office of Protection and Advocacy</b>	<b>Closing Date:</b> <b>April 14, 2025</b>	<b>Announcement No.:</b> <b>047-25</b>
<b>Type of Position:</b> <b>Permanent Appointment</b>	<b>Posting Type:</b> <b>Employment Opportunity/ Open to the Public</b>	<b>Pay Grade and Salary Range:</b> <b>GS-15/\$21,715 - \$62,275p.a.</b>

**General Description:**

To oversee as Program Director, the CA, PADD, PABSS HAVA and Rep Payee Programs of OPAD. The Program Director will provide advocacy and protection rights for individuals eligible for services under these programs, while supervising and training the Case Worker to provide the same.

**Key Duties and Responsibilities:**

- Responsible for planning/coordination and direction of core functions of the program as per mandated regulations.
  - PAIMI Act 1986, Children's Health Act 200 and Development Disabilities Assistance and Bill of Right Act.
- Prepare budget, determining allocation of program funds as per goals and priorities voted on by PADD Advisory Council.
- Maintain oversight of budget, working closely with Fiscal Officer to ensure funds from grantors and received and utilized according to budget approved by grantor.
- Work with the Fiscal Officer to ensure local program budget mirrors budget approved by the federal grantor.
- Report to PADD Advisory Council at meetings held each quarter of fiscal year, provide orientation.
- Maintain consistent level communication and rapport with federal grantor on program related matters, as well as National Disability Right Network on TA or training matters.
- Implement P&A standards and policies as well as program/fiscal guidelines and policies.

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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](mailto:info@hr.as.gov)

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- Ensure compliances with program and fiscal policies/regulations.
- Develop and administer annual program plan in accordance with goals and priorities agreed upon by the Advisory Council, maintaining alignment with the overall mission of OPAD.
- Supervise and monitor Program Manager and Case Worker on case intake and referrals, orient and train new program staff.
- Monitoring effectiveness and results of program and plan adjustments accordingly.
- Recommend training and professional development for program staff members.
- Supervise and direct Program Manager, ensuring all cases are handled effectively and appropriately.
- Compile and/or review program reports – annua, quarterly, or other prepared by staff.
- Inform, investigate and consult Director on any reported incidents or cases of abuse and neglect.
- Plan all advertising/promotional plan utilizing all mediums for maximum awareness.
- Coordinate and plan all outreach, trainings and education workshops to achieve and accomplish goals and priorities.
- Attend court cases of clients involuntarily committed to Tafuna Correctional Facility; or nine (9) month review hearing to counsel, advocate and coordinate service delivery for client and family members.
- Conduct regular correctional facility monitoring of Tafuna Facility with PAIMI team where individuals with serious mental illness and disorders have been civilly committed and incarcerated.
- Coordinate regular visitations plans with TCF Warden and guards to regularly visit with detainees with mental illness. Prepare reports on findings and submit to Director and Advisory Council.
- Attend all trainings both local and off-island including National Disability Rights Network Annual Training for protection & Advocacy agencies, as approved by Director and Deputy.
- Perform other job-related duties as assigned.

#### **Knowledge, Skills, and Ability:**

- Ability to maintain professional planning and organizational skills.
- Be able to work well with program team members to maintain program excellence.
- Proficient computer literate skills and knowledge.
- Good oral, writing communication skills.
- Supervisory and leadership experienced required.

#### **Academic and Experience Requirements:**

- Applicant must have a master degree from an accredited college or university plus 4 years of relevant experience, 2 years of supervisory capacity, OR bachelor degree from an accredited college or university plus 5 years of relevant experience, 3 years of supervisory capacity.
- Years of progressively responsible working experience may be substituted for a portion of the academic requirement.
- Salary will be adjusted according to experience.

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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,



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Titiaolii Dr. Asenati Ietitaia Sa'au-Umi  
Director, Department of Human Resources

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