

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

Job Title: <i>Senior Administrative Assistant</i>		Posting Date: <i>March 05, 2025</i>	Serial No.: <i>031-25</i>
Department/Division: <i>Human & Social Services</i>		Closing Date: <i>March 25, 2025</i>	Announcement No.: <i>031-25</i>
Type of Position: <i>Permanent 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:

Under the guidance and direction of the DHSS Deputy Director, the Senior Administrative Assistant provides administrative support to the Deputy Director to ensure that all administrative, secretarial and support requirements are met.

Key Duties and Responsibilities:

- Provides direct assistance to and servicing all requirements of the Department of Human & Social Services Deputy Director.
- Provides administrative support for the Deputy Director.
- Provides secretarial support for the Deputy Director Undertakes general word processing and excel work.
- Prepares power point and other forms of presentations for internal and external purposes.
- Handling communications on behalf of the Deputy Director including daily maintenance of digital diary, arranging accepting meetings and telephone calls.
- Maintains and manages diaries and meeting commitments.
- Types of meeting minutes as required, i.e. weekly management minutes, monthly management minutes and Executive minutes.
- Updates and prints standard department documents and brochures, design covers, etc.
- Photocopying as required.
- Mail merges as required.
- Scanning of documents as required.
- Ordering of supplies and services needed by the department.
- Organize printing for office stationery and business cards.
- Responsible for general office management.

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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
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- Organizes and coordinates Deputy Director's travel and accommodation arrangements and prepares Travel Expense reports upon his return.
- Reviews and attends to email exchange and obtain information for senior management and external clients and vendors.
- Maintains appropriate levels of office supplies, stationery, office equipment including printers and photocopiers and monitors maintenance issues.
- Meeting and function coordination. Arranges meeting/function venues, supplies, catering, invitations, RSVP's, etc.
- Maintains the Deputy Director's calendar, schedules of conferences, prepares an agenda for meetings and attends meetings to provide support, takes notes and prepares minutes.
- Compose responses to routine correspondence for the Deputy Director
- Reviews Travel Expense reports for DHSS employees before routing to the Director or Deputy Director for final approval.
- Compiles the DHSS Bi-Weekly Reports and Agenda of Activities for submission to the Governor's Office.
- Assists on compiling the DHSS Quarterly Performance Report for submission to the Governor's Office and the Budget Office for compilation.
- Monitors completion of all logs, transportation logs, telephone call logs, and daily activities logs to determine accuracy and thoroughness of information.
- Supervises Director's Office maintenance staff.
- Assists in the preparation of the payroll for the staff of the Director's Office and all nine Assistant Directors.
- Assists Finance and Administration Division staff in following up on payroll information and personnel actions when needed.
- Supervises volunteers and other support personnel.
- Provides support to the Director's Senior Administrative Assistant when needed or when absent.
- Performs additional duties as assigned by the Director or the Deputy Director.

Knowledge, Skills, and Ability:

- Internet and PC proficiency with advanced MS Word, Excel, PowerPoint & Outlook skills and related programs; demonstrated experience with high efficiency and accuracy of typing and word processing.
- Experience with diary and travel management.
- Experience with complex telephone systems, conference calling facilities and internal telephone transfers; Adobe Photoshop.
- Design knowledge would be highly regarded as competencies.
- Effective communication skills, including the ability to effectively communicate requests and instructions to individuals and groups; commitment to, and enthusiasm for client service and delivery.
- Possess flexibility and adaptability to manage changing work requirements and varying volumes of work.
- Ability to work cooperatively and effectively within the team and the organization.

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Academic and Experience Requirements:

- Applicant must have a master's degree from an accredited university or college plus two (2) years of work experience.
- OR a bachelor's degree from an accredited university or college plus three (3) years of work experience and two (2) years of supervisory.
- 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,



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

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