

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>MCP-SFF Project Manager</i>	Posting Date: <i>November 22, 2024</i>	Serial No.: <i>163-24</i>
Department/Division: <i>Marine & Wildlife Resources</i>	Closing Date: <i>December 06, 2024</i>	Announcement No.: <i>163-24</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:

The Project Manager/Coordinator plans, coordinates and manages Sustainable Fishery Fund awarded projects within American Samoa. American Samoa receives grants to develop its fisheries. To meet American Samoa's Marine Conservation Plan (MCP) objectives, American Samoa recognizes the continued need to support and promote responsible domestic fisheries development to provide long term economic growth and stability and local food production.

Key Duties and Responsibilities:

- Primary responsibility is to work with the Council family, DMWR, local and federal agencies on updating and maintaining the Marine Conservation Plan in close coordination with the American Samoa administration and managing projects funded through the SFF program.
- Coordinate and consult regularly with the Western Pacific Regional Fishery Management Council staff (Council) on the planning, coordination and implementation of funded SFF projects and activities.
- Coordinate with local and federal agencies on procurement of good and services in support of implementing funded projects and carrying out program activities in compliance with NOAA grant requirements.
- Coordinate and issue Public Service Announcements, notices, ads and other public announcements through all available media platforms where appropriate. i.e. Newspapers, Radio, WhatsApp, Facebook, Instagram.
- Work with local institutions, non-governmental organizations, fishing community and the public as necessary.

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

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- Coordinate and participate in program related meetings held on Island or away as directed by the American Samoa/CNMI Agency.
- Prepare background and/or briefing documents, presentations and related information for reporting on project status and issues.
- Provide immediate supervisors weekly and quarterly reports as directed.
- Performs other duties as assigned.

Knowledge, Skills, and Ability:

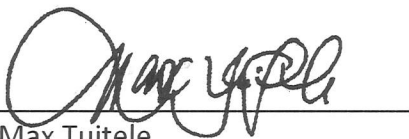
- Extensive experience with drafting documents, including science-based management plans.
- Extensive experience with Microsoft Office software.
- Highly organized and ability of multi-task to accomplish multiple objectives.
- Project management experience.
- Report writing and data management.
- Ability to complete project tasks and objectives without direct supervision.

Academic and Experience Requirements:

- Applicant must have a master's degree from an accredited college or university plus two (2) years of work experience.
- OR a bachelor's degree plus 4 years of experience and 2 years of supervisory 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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