

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**

<b>Job Title:</b> Program Director	<b>Posting Date:</b> November 14, 2024	<b>Serial No.:</b> 156-24
<b>Department/Division:</b> Health	<b>Closing Date:</b> November 20, 2024	<b>Announcement No.:</b> 156-24
<b>Type of Position:</b> Temporary Appointment	<b>Posting Type:</b> Employment Opportunity/ Open to the Public	<b>Pay Grade and Salary Range:</b> GS-15/\$21,715 - \$62,275 p.a.

**General Description:**

Program directors plan and supervise all aspects of projects, from inception to execution. They oversee regional or specialize initiatives within organizational operations and act as the spokesperson, leader, strategic planner, and overseer for the mandated projects. A program director researches, plans, develops and implements one or more of the organization's outreach program services. They are responsible for the delivery and overall success of each program.

**Key Duties and Responsibilities:**

- Daily oversight of the grant project's programmatic and administrative operation.
- Daily guidance and direction on all grant project activities.
- Directs the implementation plan and timeline for all project services.
- Ensures the implementation and compliance with project goals and objectives.
- Regularly reviews program implementation with the Director and SAMSA leadership.
- Maintains regular communication with SAMHSA Government Project Officer (GPO) regarding program issues, needs, and updates.
- Coordinates and leads all project-required activities.
- Prepares and submits all required grant reports.
- Prepares annual grant project narratives detailing project goals and objectives.
- Prepares annual grant project budget and budget revisions.
- Prepares and submits requests related to the project to the GPO.
- Collaborates with contractors and partners essential to project implementation.
- Provides direction and open communication with project staff.
- Identifies programmatic and administrative resources to assist with the project.
- Identifies and facilitates requests for technical assistance and resource support for the project.

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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](mailto:hr@americansamoa.gov) / Fax: (684) 633-1139  
"Commitment to Service and Integrity"

- Provides regular program reports to the Director and other key senior leaders.
- Meets regularly with Director for guidance and direction.
- Attends all project-related meetings, conferences and training as required by grant.
- Responsible for managing and developing a team of clinical and support for the staff.
- Promotes professional growth and capacity building for staff and project.
- Provides case supervision or case management when needed.
- Participates in the development of project and partners' programs.
- Foster a collaborative work environment encouraging team building and cohesiveness.
- Maintains and establishes professional relationships in the community, agencies and other related networking services.

**Knowledge, Skills, and Ability:**

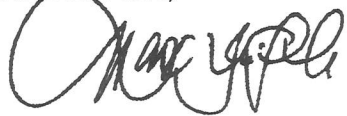
- Knowledge of public health functions and essential Public Health Services, Public health Organizations, and programs, behavioral health treatment and prevention programs, evidence-based practices in behavioral health, integration models and practices, grant reporting.
- Skilled in management, program development, leadership, effective communication, training staff, preparing programmatic reports and budgets, project coordination and planning, facilitating meetings and networking.
- Ability to lead projects and staff, communicate with healthcare clinical and non-clinical providers, establish and maintain effective and productive working relationships with public and private organizations, practices, partnerships, and programs within the community.

**Academic and Experience Requirements:**

- Applicant must have a master's degree from an accredited college or university plus four (4) years of work experience.
- OR a bachelor's degree plus five (5) years of experience and three (3) 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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