

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> <i>Administrative Assistant</i>		<b>Posting Date:</b> <i>June 27, 2024</i>	<b>Serial No.:</b> <i>077-24</i>
<b>Department/Division:</b> <i>Department of Health</i>		<b>Closing Date:</b> <i>July 11, 2024</i>	<b>Announcement No.:</b> <i>077-24</i>
<b>Type of Position:</b> <i>Temporary Appointment</i>	<b>Posting Type:</b> <i>Employment Opportunity/ Open to the Public</i>	<b>Pay Grade and Salary Range:</b> <i>GS-09/\$16,467 - \$41,817p.a.</i>	

**General Description:**

Administrative Assistant is to perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to MCH Program Directors and team, assisting in daily office needs and coordinating program general administrative activities.

**Key Duties and Responsibilities:**

- Answer and direct phone calls
- Organize and schedule appointments
- Confirm meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Submit and reconcile expense reports
- Provide general support to visitors
- Act as the point of contact for internal and external client

**Knowledge, Skills and Ability:**

- Skill in c Proven experience as an administrative assistant, virtual assistant or office admin assistant
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- Bilingual in Samoan and English

***This is an Equal Employment Opportunity Employer***

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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"

**Academic and Experience Requirements:**

- Applicants must have an associates degree from an accredited university or college plus 4 years of work experience.
- Years of progressively responsible working experience may be substituted for 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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