

Honorable Pulaali'i Nikolao Pula
Governor

Honorable Pulumata'ala Ae Ae Jr.
Lieutenant Governor



Titiaoali'i Dr. Asenati Ietitaia Sa'au-Umi
DHR Acting 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>Quality Control Officer</i>		Posting Date: <i>February 04, 2025</i>	Serial No.: <i>025-25</i>
Department/Division: <i>Agriculture</i>		Closing Date: <i>February 18, 2025</i>	Announcement No.: <i>025-25</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-10/\$16,917 - \$46,267p.a.</i>	

General Description:

Responsible for ensuring that products meet the required quality standards and specifications before they are released onto the market or moved to the next stage of production. Typically work in food processing, pharmaceuticals and other industries that prioritize product quality and safety.

Key Duties and Responsibilities:

- Work closely with production teams to address any issues that arise during manufacturing.
- Develop, implement and maintain quality control procedures and protocols in collaboration with management.
- Prepare reports on quality issues to produce teams, management and suppliers as necessary.
- Maintain detailed records of inspections and corrective actions taken.
- Prepare quality reports for management, summarizing findings and making recommendations for improvement.
- Provide training to staff on quality control procedures.
- Work with suppliers to ensure that incoming materials meet quality requirements.

Knowledge, Skills, and Ability:

- Excellent communication skills for working with production teams, suppliers and management.
- Ability to work in production environments, which may include standing for extended periods.
- Communicate clearly & concisely, both orally & in writing.

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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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Academic and Experience Requirements:

- Applicants must have a bachelor's degree from an accredited university or college plus two (2) years of working 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,



Titiaoli'i Dr. Asenati Ietitaia Sa'au-Umi
Acting Director, Department of Human Resources

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