PUBLIC SERVICE OFFICIAL CIRCULAR

Issued weekly by the Public Service Commission *Issue 01/2025, 07th January 2025*

Elijah was a man with a nature like ours, and he prayed earnestly that it would not rain; and it did not rain on the land for three years and six months.
James 5:17

A. Public Service Ministries/Agencies

VACANCIES

Contract Positions

Under Section 31 of the Public Service Act 2004

Ministry/Office	Vacancy Code	Position Title	Salary Grade	Deadline
Communications & Information Technology	CT002759	**ACEO Legal**	$94,624	20-Jan-2025
Education & Culture	EC000751	****Principal Sauano Primary**	$50,378	20-Jan-2025
"	EC000862	****Vice Principal Vaimoso Primary**	$67,845	20-Jan-2025
"	EC000585	****Principal Saasaai Primary**	$50,378	20-Jan-2025
"	EC000491	****Vice Principal Malie Primary**	$50,378	20-Jan-2025
"	EC000233	****Vice Principal Afega Primary School**	$50,378	20-Jan-2025
"	EC000736	****Vice Principal Sataua Fagasa Primary**	$46,158	20-Jan-2025
"	EC000886	****Vice Principal Vaovai Primary**	$46,158	20-Jan-2025
"	EC000784	****Principal Tafitoala Primary**	$58,304	20-Jan-2025
"	EC000227	****Principal Aana 1 College**	$58,304	20-Jan-2025
"	EC000836	****Principal Vaigaga Primary**	$67,845	20-Jan-2025
"	EC000997	****Principal Aele Primary**	$75,709	20-Jan-2025
"	EC000440	****Principal Lepa (Aleipata/Lepa Lotofaga) Primary School**	$50,378	20-Jan-2025
"	EC000796	****Principal Tanugamanono Primary**	$58,304	20-Jan-2025
"	EC000780	****Principal Taelefaga Primary**	$50,378	20-Jan-2025
"	EC001130	****Principal Saleilua Primary**	$58,304	20-Jan-2025
"	EC000635	****Principal Salani Primary**	$50,378	20-Jan-2025
"	EC000222	****Principal Aana 2 College**	$75,709	20-Jan-2025

"	EC000768	**Principal Siufaga Primary	$58,304	20-Jan-2025
"	EC000357	**Principal Falevao Primary School	$58,304	20-Jan-2025
"	EC000422	**Vice Principal Leauva'a Primary	$50,378	20-Jan-2025
"	EC000882	**Vice Principal Vaivase Primary	$67,845	20-Jan-2025
"	EC000363	**Vice Principal Fasito'o Uta Primary	$50,378	20-Jan-2025
"	EC000582	**Vice Principal Saanapu Primary	$46,158	20-Jan-2025
"	EC000699	**Principal Samusu Primary	$58,304	20-Jan-2025
"	EC000825	**Vice Principal Utualii Primary	$50,378	20-Jan-2025
"	EC000511	**Vice Principal Moataa Primary	$58,304	20-Jan-2025
"	EC000308	**Vice Principal Falealili College	$50,378	20-Jan-2025
"	EC000539	**Vice Principal Palalaua College	$46,158	20-Jan-2025
"	EC000594	**Vice Principal Safata College	$50,378	20-Jan-2025
"	EC000515	**Vice Principal Mulifanua Primary	$50,378	20-Jan-2025
"	EC000457	**Principal Letui Primary	$50,378	20-Jan-2025
"	EC000396	**Principal Lalomalava Primary	$58,304	20-Jan-2025
"	EC000874	**Vice Principal Vaitele Primary	$67,845	20-Jan-2025
"	EC000607	**Vice Principal Safune Primary	$42,358	20-Jan-2025
"	EC000278	**Vice Principal Asau Primary	$46,158	20-Jan-2025
"	EC000199	**Vice Principal Avele College	$58,304	20-Jan-2025
"	EC000719	**Principal Sasina Primary	$58,304	20-Jan-2025
"	EC000273	**Principal Asaga Primary	$50,378	20-Jan-2025
"	EC000679	**Principal Samalaeulu Primary	$58,304	20-Jan-2025
"	EC000687	**Principal Samata I Uta Primary	$58,304	20-Jan-2025
"	EC000735	**Principal Sataua Fagasa Primary	$58,304	20-Jan-2025
"	EC000667	**Prinicpal Salelologa Primary	$78,863	20-Jan-2025
"	EC000720	**Vice Principal Sasina Primary	$46,158	20-Jan-2025

"	EC000378	**Principal Gataivai Primary	$58,304	20-Jan-2025
"	EC000747	**Principal Satupaitea Primary	$67,845	20-Jan-2025
"	EC000379	**Vice Principal Gataivai Primary	$46,158	20-Jan-2025
"	EC000522	**Principal Neiafu Primary	$58,304	20-Jan-2025
"	EC000426	**Vice Principal Lefaga College	$46,158	20-Jan-2025
"	EC000969	**Principal Gautavai Primary	$50,378	20-Jan-2025
"	EC000598	**Principal Safotu Primary	$58,304	20-Jan-2025
"	EC000683	**Principal Samata I Tai Primary	$58,304	20-Jan-2025
"	EC000615	**Principal Sagone Primary	$50,378	20-Jan-2025
"	EC000278	**Vice Principal Asau Primary	$58,304	20-Jan-2025
"	EC000534	**Principal Paia Primary	$50,378	20-Jan-2025
"	EC000303	**Principal Faiaai/Fogatuli Primary	$50,378	20-Jan-2025
"	EC000577	**Principal Puleia Primary	$58,304	20-Jan-2025
"	EC000523	**Vice Principal Neiafu Primary	$46,158	20-Jan-2025
"	EC000416	**Principal Laumoli Primary	$58,304	20-Jan-2025
"	EC000743	**Principal Satuimalufilufi Primary	$58,304	20-Jan-2025
"	EC000453	**Principal Letogo Primary	$58,304	20-Jan-2025
"	EC000413	**Vice Principal Laulii Primary	$50,378	20-Jan-2025
"	EC000363	**Vice Principal Fasito'o Tai Primary	$46,158	20-Jan-2025
"	EC000198	**Principal Avele College	$75,709	20-Jan-2025
"	EC000610	**Principal Sagaga College	$67,845	20-Jan-2025
"	EC000853	**Vice Principal Vaimauga College	$58,304	20-Jan-2025
"	EC000962	**Principal Vailoa (Faleata) Primary	$67,845	20-Jan-2025
"	EC000832	**Vice Principal Vaie'e Primary	$46,158	20-Jan-2025
"	EC001129	**Principal Faleatiu Primary	$50,378	20-Jan-2025
"	EC000341	**Principal Falelatai Primary	$58,304	20-Jan-2025

"	EC000675	**Principal Salua Primary	$50,378	20-Jan-2025
"	EC000548	**Vice Principal Palauli College	$50,378	20-Jan-2025
** Note All PoRs application packages to be uplifted at MEC Headquarter (HR Division)				
Finance	FI003105	**Deputy CEO Operational Management**	$104,365	27-Jan-2025
Health	MH001795	**Nurse Consultant – Clinical**	$94,624	20-Jan-2025
"	MH001796	**Nurse Consultant – Public Health**	$94,624	20-Jan-2025
"	MH001669	**Medical Specialist Cardiologist** (Re-advertisement: previous applicants need not re-apply)	$109,646	20-Jan-2025
"	MH001664	**Consultant Specialist Acute Primary Care Clinic** (Re-advertisement: previous applicants need not re-apply)	$109,646	20-Jan-2025
"	MH001668	**Head of Department MTII Savaii** (Re-advertisement: previous applicants need not re-apply)	$119,813	20-Jan-2025
"	MH001667	**Consultant Specialist MTII Savaii** (Re-advertisement: previous applicants need not re-apply)	$109,646	20-Jan-2025
"	MH001663	**Consultant Specialist Emergency (2)** (Re-advertisement: previous applicants need not re-apply)	$109,646	20-Jan-2025
"	MH001666	**Consultant Specialist Internal Medicine** (Re-advertisement: previous applicants need not re-apply)	$109,646	20-Jan-2025
Samoa Law Reform Commission	LC000013	**Manager Corporate Services**	$94,624	3-Feb-2025
Sports & Recreation	SR000006	**ACEO Corporate Services**	$94,624	27-Jan-2025
Works, Transport & Infrastructure	WI003034	**ACEO Civil Aviation**	$94,624	20-Jan-2025
"	WI002986	**ACEO Planning & Sector Coordination**	$94,624	3-Feb-2025

Please uplift Application R&S Form 2 and Position Descriptions from:

Public Service Commission,
Level 2, FMFM II Building
Matagialalua

OR Download from Website: http://www.psc.gov.ws/employment/contract-vacancies/

Chairman
Public Service Commission
Level 2, FMFM II Building
Matagialalua.

Application Forms (R&S Form 2) are to be used by ALL Applicants.
Late Applications after 5pm will not be considered. - Request for reconsideration will NOT Be Accepted
All Incomplete Applications will not be considered for Shortlisting. - Request for reconsideration will NOT Be Accepted

Permanent Positions

Under Section 34 of the Public Service Act 2004

MInistry/Office	Vacancy Code	Position Title	Salary Grading (p.a max)	Deadline	Contact Details:
Communications & Information Technology	CT002756	**Asset Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A10** $27,559	20-Jan-2025	**HR** Level 6, TATTE Building hr-info@mcit.gov.ws
Public Enterprises	PE000042	**Driver** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A4** $10,534	20-Jan-2025	**Tafaogalupe Patu-Galumalemana** Level 4, Gov't Building tafaogalupe.galumalemana@mpe.gov.ws
Public Service Commission	PS003014	**Network IT Specialist** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A14** $42,358	20-Jan-2025	**Main Office** Level 2, Govt Building info@psc.gov.ws

APPOINTMENTS are provisional where promotion is involved for persons appointed unless otherwise indicated. Provisional appointees should not take up appointments until they are confirmed. Confirmation of appointments will be notified in the Public Service Official Circular, if no appeals are received within 14 days of promulgation herein.
NOTICE OF APPEALS including grounds of appeals must be received by the Chairman, Public Service Commission, APIA by - **20th January, 2025**

PROVISIONAL APPOINTMENTS

Permanent Positions

Under Section 34 of the Public Service Act 2004

Ministry/Office	Vacancy Code	Position Title	Salary Grading (p.a max)	Appointee
Customs & Revenue	RE002486	**Assistant Customer Services Officer - Savaii**	**A6** $15,147	**Nasareta Fiti
"	RE002484	**Senior Customer Services Officer - Savaii**	**A12** $34,438	**Iakopo Faatalatala
Foreign Affairs & Trade	FT002188	**Senior Foreign Service Officer**	**A12** $34,438	**Xavier Tanielu
"	FT002189	**Foreign Service Officer - RRD**	**A10** $27,559	**Nazarena Pula
"	FT002086	**Records Officer - Records Unit**	**A7** $17,934	**Faith Sanele
Lands & Survey	NE002476	**Valuation Officer**	**A10** $27,559	**Seinila Lafaele Filipo
Women, Community & Social Development	WS003946	**Assistant Administration Officer**	**A5** $12,714	**Pipiimaeleele Natia
"	WS003245	**Principal Finance and Accounts Officer**	**A16** $55,431	**Asotoelau Malaki

**** Subject to Appeal under Section 49 of the Public Service Act 2004**

CONFIRMED APPOINTMENTS

Permanent Positions

Under Section 34 of the Public Service Act 2004

Ministry/Office	Vacancy Code	Position Title	Salary Grading (p.a max)	Appointee
Agriculture & Fisheries	AG000940	**Cleaner**	**A3** $8,214	Lolaine Ulugia
"	AG003461	**Fisheries Assistant**	**A5** $12,714	Celina Oliva
Communications & Information Technology	CT002725	**Marketing Officer**	**A8** $21,086	Coreen Samuelu
Commerce, Industry & Labour	CL002459	**Registry Officer - Intellectual Property (Search)**	**A10** $27,559	Grace Judyann Tauauve'a
Customs & Revenue	RE002566	**Assistant Community Compliance**	**A6** $15,147	Aiga Julius Aukusitino
Finance	FI003516	**Accountant Asset Management**	**A15** $47,428	Hiroko Mose Eetau Lefu
"	FI003256	**Investigation Officer**	**A10** $27,559	Leutatea Vaafusuaga
Health	MH001681	**Transport Duty Officer - MT2**	**A7** $17,934	Olofatu Fai
"	MH001016	**Senior Accountant Officer**	**A12** $34,438	Harry Mote
"	MH001713	**Oxygen Plant Officer**	**A5** $12,714	Nikau Nikau

"	MH001675	**Security - Tuasivi Hospital**	**A4** $10,534	Alosina Samuelu
"	MH001711	**Senior Procurement Officer (PH & Governance)**	**A12** $34,438	Neru Neru
"	MH001635	**Driver - Tuasivi Hospital**	**A3** $8,214	Tautala Mariner
Natural Resources & Environment	NE003342	**Store Person - West Savaii (Asau)**	**A3** $8,214	Peremoana M Luaia
"	NE003464	**Storeperson - Asau (Vaipouli)**	**A3** $8,214	Si'ia'e Emosi
"	NE003496	**Ring Weeding - Asau**	**A3** $8,214	Annastasia Masivao
"	NE003749	**Forest Field Officer - Maota (Savaii)**	**A9** $24,610	Leusu Teevale
"	NE003585	**Technician Trainee - Mulinuu**	**A3** $8,214	Punipuao Charees Huch
Women, Community & Social Development	WS003942	**Assistant Records Officer**	**A5** $12,714	Gloria Faamatuainu

GENERAL NOTICES

Position Title Correction
Issue 48_2024

Ministry/Office	Vacancy Code	Position Title	Salary Grading (p.a max)
Health	MH001789	**Senior Pharmacy Technician - MTII**	**A8** $21,086

B. Public Sector/Other Agencies

VACANCIES

Contract Positions

Special Advertisement

Sector/Office	Vacancy Code	Position Title	Salary Grading (p.a max)	Deadline	Contact Details:
Office of the Ombudsman	-	**OMBUDSMAN**	CEO Level	27-Jan-2025	**PSC Main Office** Level 2, Govt Building info@psc.gov.ws
Sector/Office	**Vacancy Code**	**Position Title**	**Salary Grading (p.a max)**	**Deadline**	**Contact Details:**
Electric Power Corporation	-	**Senior Network Administrator**	$72,946.00	3-Feb-2025	**HR Management** TATTE Building, SOGI msagaga@epc.ws or website: www.epc.ws
Samoa Qualifications Authority	-	**ACEO - Qualifications Division**	$94,570.00	17-Jan-2025	**SQA Office** TATTE Blding, Level 2 www.sqa.gov.ws
Samoa Shipping Services	-	**Assistant General Manager - Crewing & Shipping Services**	ACEO Level	10-Jan-2025	**SSS Office** Savalalo www.sssltd.ws
Samoa International Finance Authority	-	**Section Head IT**	-	17-Jan-2025	**Tagaloa Koroseta Lesatele** Level 6, DBS Building koroseta.lesatele@sifa.ws or call 66412

Unit Trust of Samoa (UTOS)	-	**Chief Finance Officer** (Re-advertisement: Previous applicants NEED NOT re-apply)	$94,624.00 – $106,452.00	10-Jan-2025	**Fiaputa Lino-Toetu** Level 3, DBS Building fiaputa.lino-toetu@utos.ws or telephone 29916 & 26949
"	-	**Customer Relationship Manager**	$94,624.00 – $106,452.00	31-Jan-2025	"
Samoa Water Authority	-	**Manager** Technical Project Coordination and Asset Management Division	Special Grade 2 $94, 624	7-Feb-2025	**Human Resource Division** 2nd Floor TATTE Building, hr@swa.gov.ws
"	-	**Manager** Wastewater Division	Special Grade 2 $94, 624	7-Feb-2025	"
"	-	**Accountant**	Special Grade 1 $73, 388 – $90, 472	7-Feb-2025	"

Permanent Positions

Sector/Office	Vacancy Code	Position Title	Salary Grading (p.a max)	Deadline	Contact Details:
Electric Power Corporation	-	**Customer Service Licensing/Enquiries Clerk**	$14,821 - $17,469	20-Jan-2025	**HR Management** TATTE Building, SOGI msagaga@epc.ws or website: www.epc.ws
"	-	**Foreman Line**	$72,946.00	20-Jan-2025	"
"	-	**Lineman Trainee (2)**	$11,259 - $14,030	20-Jan-2025	"
"	-	**Securities (8)** Power Generation (Re-advertisement: Previous applicants **NEED NOT** re-apply)	$10,019.00	20-Jan-2025	"
"	-	**Securities (2)** NCDC (Re-advertisement: Previous applicants **NEED NOT** re-apply)	$10,019.00	20-Jan-2025	"
"	-	**Securities (6)** Distribution/Utilization (Re-advertisement: Previous applicants **NEED NOT** re-apply)	$10,019.00	20-Jan-2025	"
Land Transport Authority	-	**Principal Engineering Officer- ADB**	G7/S1-G8/S7 $46,427.77-$72,601.93	13-Jan-2025	**Human Resource email** hr@lta.gov.ws **or** www.lta.gov.ws
"	-	**Engineering Officer**	G3/S1-G4/S7 $17,838.84-$28,545.89	13-Jan-2025	"
"	-	**Senior Engineering Officer** (Re-advertised Vacancy)	G5/S1-G6/S7 $29,555.19-$44,849.95	13-Jan-2025	"
Police, Prisons & Corrections	-	**Principal Legal Officer** (Re-advertisement)	$55,432 - $64,502	17-Jan-2025	**HR Section** 22222 ext 1050 or 1054 email: hr@police.gov.ws website:samoapolice.ws/contact/vacancies/
"	-	**Senior Policy Analyst** (Re-advertisement)	$34,439 - $37,406	17-Jan-2025	"
"	-	**Assistant Carpenter** (Re-advertisement)	$13,657 - $18,545	17-Jan-2025	"
"	-	**(40) Constables**	$13,657 - $18,545	17-Jan-2025	"
"	-	**(2) Maintenance Officer**	$13,657 - $18,545	17-Jan-2025	"
Samoa International Finance Authority	-	**Principal Legal Officer**	-	17-Jan-2025	**Tagaloa Koroseta Lesatele** Level 6, DBS Building koroseta.lesatele@sifa.ws or call 66412

C. International/Regional Agencies

Secretariat of the Pacific Community (SPC)	JM000810	**Legal Counsel**	-	12-Jan-2025
"	KK000073	**Procurement Officer**	-	19-Jan-2024
"	JM000813	**Gender-Based Violence Advisor – Prevention and Response**	-	12-Jan-2025
"	CB000353	**Gender and Human Resources Advisor**	-	12-Jan-2025
"	JM0000814	**Natural Resource Management Adviser**	-	26-Jan-2025
Applicants must apply online at http://careers.spc.int/				
Samoa Australia Tautai	-	**Program Support Officer (PSO)**	-	12-Jan-2025
Contact details: recruitment@TautaiPartnership.org				

D. Training/Scholarship Opportunities

Returning Graduate Placement Opportunity

Returning Graduate Placement Opportunity!

Calling all returning scholarship graduates! If you've completed your studies and are looking for job opportunities, we have an exciting placement procedure for you.

Where to Go:
Visit our office at FMFMII Building, Level 2, PSC Office, Human Resource Development Division.

What to Bring:
- **Certified Copies of your Qualifications**
- **Official Academic Transcripts**
- **Completion letter from University (if you are completed but waiting for your graduation ceremony)**

We'll discuss the process in detail when you come by the office. Please note, documents must be submitted in person - we do not accept submissions on behalf of others.

For more information, contact the Scholarship Unit:
- Email: scholarships@psc.gov.ws
- Telephone: 22123/24

E. Public Notices

Ministry of Communication & Information Technology

Accident Compensation Corporation

Ministry of Health

Ministry of Commerce, Industry and Labour
Matagaluega o Pisinisi, Alamanuia ma Leipa

PUBLIC NOTICE

The public is hereby advised of key requirements of the Occupational Safety and Health Act 2002, and its Regulation 2017 to all Government Ministries, State Owned Enterprises and Private Sector in Samoa.

As a reminder to all employers and workers, the Ministry would like to re-inforce the following key requirements and components to be met to ensure a safe and healthy working environment;

1. To have in place a policy around safety and health in the workplace including emergency evacuation.
2. Have in place an Accident register and First Aid kits to be provided to respond to accidents and incidents in the workplace.
3. Report and record any accident and incidents related to any workplace and notify the Ministry of Commerce Industry and Labour through the Commissioner or CEO for investigation purposes if required. (OSH Regulation 2017, Part 3 Section 80, 81)
4. Strategically placed and regularly serviced fire extinguisher(s) to respond to emergency situations; (OSH Act 2002 section 24 (m)).
5. Provision of relevant Personal Protective Equipment (PPE) to carry out work safely.
6. Relevant trainings for the job to ensure safety and health is observed and that these trainings are recorded; and
7. To put in place necessary measures to ensure hazards and associated risks are managed especially in high risk and hazardous occupations.

If further details are needed, please do not hesitate to contact our Occupational Safety and Health Unit on telephone numbers 20441/ 20442 OR our Free call direct line 24125.

FA'ASILASILAGA FA'ALAUA'ITELE

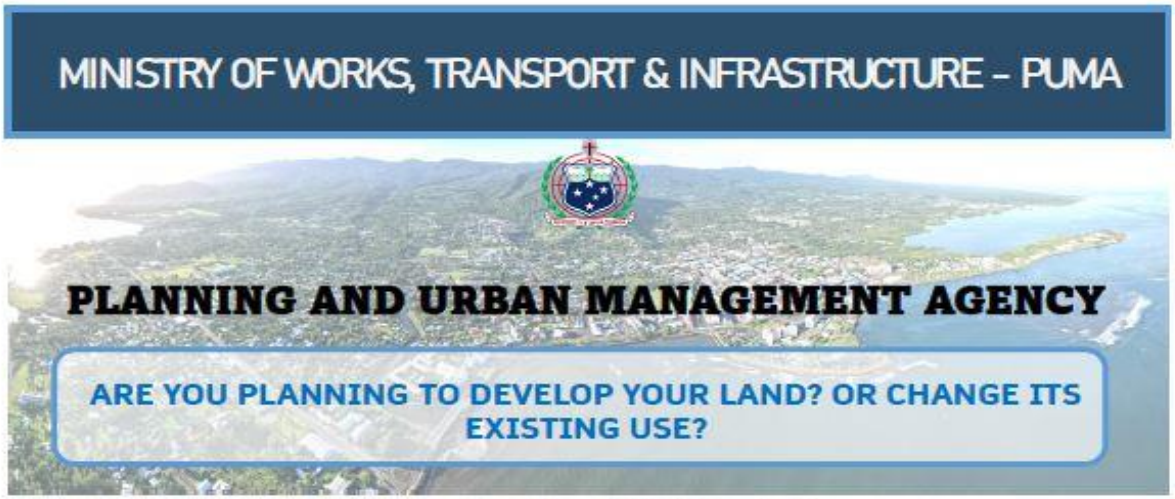
E fa'asilasila atu i le mamalu o le atunuu, tagata e onaina galuega ma tagata faigaluega, ina ia fa'amalosia le saogalemu i totonu o matagaluega a le Malo, o fa'alapotopotoga tūma'oti ma Pisinisi tūma'oti o Samoa, e tusa ma aiaiga ma ta'iala ole tulafono autū tau le Saogalemū ma le Soifua Maloloina 2002 ma le Tulafono Fa'atonutonu 2017.

O nisi nei o vaega tāūa e ao ona utagia mai e pā'aga uma a le tatou Matagaluega o Pisinisi, Ālāmanuia ma Leipa;

1. E tatau ona iai se Ta'iala o le Saogalemu ma le Soifua Maloloina i galuega e aofia ai totonu se fuafuaga e mulimulita'ia i taimi o fa'alavelave fa'afuase'i;
2. E tatau ona iai se 'api resitala ma mea faigaluega o fesoasoani muamua i nofoaga o galuega.
3. Fa'aailoa ma fa'asoa fa'alavelave tutupu e a'afia ai tagata faigaluega i falefaigaluega mo le silafia e le matagaluega mo fa'amaumauga ma iloiloga pe a mo'omia, (Tulafono Fa'atonutonu Saogalemu ma le Soifua Maloloina 2017, Vaega 3, Numera 80 & 81)
4. E tatau ona iai ni fagu tinei-mū ma ua mautinoa lona lelei atoatoa auā le tali atu i fa'alavelave tau mū; (Saogalemu ma le Soifua Maloloina 2002, Numera 24 (m))
5. E tatau ona iai ni meafaigaluega tau puipuiga po'o lavalava faigaluega talafeagai aua le puipuiga 'a'o fa'atino ai galuega;
6. Ia fa'atino ni a'oa'oga talafeagai e feso'ota'i lelei ma galuega o lo'o fa'atino ina ia mautinoa le malupuipuia o lona fa'atinoga; ma
7. E tatau ona faia ni la'asaga talafeagai e pulea ai tulaga lamatia aemaise lava galuega mata'utia matuiā e ono lamatia ai le saogalemu ma le soifua maloloina o tagata faigaluega.

Mo nisi fa'amatalaga e moomia, fa'afeso'ota'i mai le Vaega o le Saogalemū ma le Soifua Maloloina i Galuega i le telefoni 20441/ 20442 poo le laina telefoni vili fua 24125.

Ministry of Works, Transport & Infrastructure - PUMA



Have you considered the following?

✓	**Legal Consents and permits** – have you obtained the landowner's consent, Development Consent from PUMA and other necessary permits?
✓	**Environmental Impacts**- will the development have a negative impact on the surrounding environment? E.g., biodiversity, land, water bodies, heritage and cultural sites?
✓	**Your neighbors**- how will it impact your neighbors? E.g., excessive noise and dust, smell fumes surface waters runoff, waste water and sewage.
✓	**Land use compatibility** – are the land use activities compatible with existing land use? E.g., residential and night clubs, factories
✓	**Site geography**- will the development complement the natural topography, soils and local climatic conditions?
✓	**Site layout**- are land use and buildings appropriately oriented, located and set back from boundaries (and each other)?
✓	**Hazard prone areas** – how will the development respond to natural hazards including land slips, erosion and cyclones?
✓	**Climate change**- how will the development respond to the effects of climate change e.g., increased flooding and cyclones?
✓	**Landscaping**- use of native landscaping to minimize hard surfaces and enhance visual amenity.
✓	**Built character** – do the heights and shapes of proposed buildings complement adjacent buildings?
✓	**Traffic, parking and access** – is there sufficient vehicular access and parking spaces provided with no impediments to traffic movement?
✓	**Site utilities**- connectivity to electricity, sewer, water. Telecommunication and drainage systems.
✓	**PUMA planning policies**- does the development comply with relevant plans and policies that regulate development environmental impacts e.g Sustainable management Plan, Policy for the Planning and Development of Buildings, Fencing Guideline, Urban Design Standards, Signage Policy, EIA Regulations, Codes of Environmental Practice, Community Integrated Management Plans, etc.

To ensure your development has considered the factors above and for further advice, please visit the PUMA Office located on the first floor of the Tui Atua Tupua Tamasese Efi (TATTE) building at Sogi.

Contact us on telephone line 21611 or visit our website at www.mwti.gov.ws

Ministry of Women, Community & Social Development

Ministry of Customs & Revenue

Inland Revenue Services
Ph: +685 20411 Fax: +685 20414
PO Box 1877, Apia
Customs Services
Ph: +685 21561 Fax: +685 21563
PO Box 44, Apia

- CARGO CLEARANCE -

DOCUMENTS REQUIRED

Bill of Lading (BoL), Sea Freight or Airway Bill (AWB), Sea Freight containing:

- Name of Consignee (Person uplifting the Cargo)
- Name of Sender/ Supplier
- Total number of pieces & weight
- Description (e.g. Personal Effects)
- Invoice/ Receipts

IMPORTANT REMINDER:

It is very important for all Freight Forwarders to prepare BS4 entry for clearance of Cargo (Personal Effects). All information on the BoL /AWB must be the same information on the BS4 entry examination.

PROCESS

FREIGHT FORWARDERS prepare BS4 entry with BOL/AWB

↓

Submit BS4 entry with BOL/AWB to Customs Officer. Consignee must be present

↓

Freight Forwarders present the Shipment for Examination

↓

Freight Forwarders to reseal the shipment after examination

↓

Receive Receipt after payment of Duty & Taxes

↓

Shipment is released

- KILIAINA I TUA O FAAMOMOLI -

FAAAUMAUGA E MANAOMIA

- Pepa o le Uta mai le Vaa a lalo/ Pili o le Vaa a lalo (BoL)
- Pepa o le Uta mai le Vaalele/ Pili o le Vaalele (AWB)

O FAAMATALAGA TĀUA E TATAU ONA IAI I TOTONU O NEI PEPA:

- Suafa o le tagata e Faasino tonu iai le faamomoli
- Suafa o le tagata sa lafoina mai le faamomoli
- Aofaiga ma le mamafa o le faamomoli ma le ituaiga faamomoli ma Lisiti o Faatau

FAAMANATAU TĀUA:

O le matafaioi a lē e ana le Fale Teuoloa le saunia o pepa a le Ofisa o Tiute (BS4) mo le kiliaina o faamomoli. E tatau ona tutusa faamatalaga o loo i totonu o pepa AWB ma le BoL ma faamatalaga o loo i totonu o le pepa BS4.

FAASOLOGA - KILIAINA

Saunia Pepa a le Tiute (BS4) ma faapipii faatasi ma le pepa o le Va'a a lalo (BoL)/ Vaalele (AWB)

↓

Tauaao le Pepa o le Faamomoli ile Alii/Tamaitai Ofisa o Tiute ao iai le tagata e patino tonu iai le faamomoli

↓

Saili ma tuuina mai le faamomoli mo le siakiina e le Ofisa o Tiute

↓

Toe faamau ma tapuni le faamomoli pe a maea ona sueina ma siaki e le Ofisa

↓

Tauaao le Lisiti pe a maea ona totogi le tiute/lafoga

↓

Faatagaina ona aveese le faamomoli ma auina atu loa i tua

Ministry of Agriculture and Fisheries

Quarantine Office

WHAT IS A PESTICIDE?

A substance or mixture of substance which:

A) Is used for preventing, destroying, or controlling any pest, or

B) May be administered to animals for the control of insects, arachnids or other pests in/on their bodies

Guidelines to Register Pesticides?

1. Submit complete application form to the Registrar of Pesticides
2. Submission and discussion of the pesticide application to the Pesticide Technical Committee for approval
3. Pesticide Technical Committee determine whether the application can be Registered, on Hold or Refused
4. Approval of the application to be Registered
5. A 5years validity certificate of Pesticides is issued
6. A permit to import must be obtained which is annually renewed

WHY MUST YOU REGISTER A PESTICIDE?

Any form of pesticide must be registered to ensure that it complies with the relevant conditions in respect of the import, manufacture, packing, labelling, storage, sale, distribution, advertising, application, possession or safe use of the pesticide

COSTING AND FEES

Registration and Re-registration Certificate (renewable every 5 years)

$345.00

Application for variation of Registration Certificate

$345.00

Application for exemption from Registration of Pesticide

$345.00

Application for license or renewal (annual renewal)

$230.00

Application for Me Too license

$23.00

Restricted Pesticide Permit

$230.00

Matautu Office—20924
Fagalii Airport—28775
Faleolo Airport—42048

Website—www.samoaquarantine.gov.ws
Email—awareness@samoaquarantine.gov.ws

ENTERING SAMOA

It is important that you help us Protect Samoa from Pests and Diseases. You must Declare or Dispose of any Risk Items at the Port of Entry. You might have goods with you that could be carrying pests and diseases. Samoa being vulnerable to changes, these pests and diseases could cause havoc to our country's environment and economy. Thus creating stress to the livelihoods of our people and children.

FOLLOW THESE 3 SIMPLE STEPS

1. Complete and honestly fill out your Passenger Arrival Card. Declare any risk goods
2. Dispose of any risk goods or agricultural items that you have not declared, in the Biosecurity Amnesty Bins
3. Present your Passenger Arrival Card to our Quarantine staff. Declared risk goods may then be inspected. Your bags may be sniffed by detector dogs, x-rayed or searched

WHAT HAPPENS TO DECLARED GOODS

After inspection, our biosecurity officers would return your declared goods if they are safe or have met Quarantine requirements. However, some goods may require treatment. Any prohibited items will be destroyed.

RISK GOODS YOU MUST DECLARE

All of these goods are a risk to Samoa and must be declared. If you are not sure, declare.

Fresh Meat

Fresh Produce

Dairy Products, Package Goods

Cooked Food

Sports Equipment

Fresh Flowers, Seeds

Handicrafts, Carvings (Wooden/Bone)

Note:
For more information of goods that can be brought into Samoa or declared, visit our website www.samoaquarantine.gov.ws or email aceo@samoaquarantine.gov.ws