PUBLIC SERVICE OFFICIAL CIRCULAR

Issued weekly by the Public Service Commission *Issue 03/2025, 20th January 2025*

Behold, I will do a new thing, Now it shall spring forth; Shall you not know it? I will even make a road in the wilderness and rivers in the desert. Isaiah 43:19

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
Agriculture & Fisheries	AG000385	**ACEO Legal Services**	$94,624	10-Feb-2025
Customs & Revenue	RE002534	**ACEO Policy and Performance Improvement**	$94,624	10-Feb-2025
Education & Culture	EC001198	**ACEO Legal Services**	$94,624	10-Feb-2025
"	EC000113	**ACEO ICT and Media**	$94,624	10-Feb-2025
Finance	FI003105	**Deputy CEO Operational Management**	$104,365	27-Jan-2025
Health	MH001669	**Medical Specialist Cardiologist** **(Re-advertisement: previous applicants NEED NOT re-apply)**	$109,646	17-Feb-2025
"	MH001664	**Consultant Specialist Acute Primary Care Clinic** **(Re-advertisement: previous applicants NEED NOT re-apply)**	$109,646	17-Feb-2025
"	MH001667	**Consultant Specialist MTII Savaii** **(Re-advertisement: previous applicants NEED NOT re-apply)**	$109,646	17-Feb-2025
"	MH001663	**Consultant Specialist Emergency (2)** **(Re-advertisement: previous applicants NEED NOT re-apply)**	$109,646	17-Feb-2025
"	MH001666	**Consultant Specialist Internal Medicine** **(Re-advertisement: previous applicants NEED NOT re-apply)**	$109,646	17-Feb-2025
Justice & Courts Administration	JC003355	**Sector Coordinator- Law and Justice Secretariat** **(Re-advertisement: previous applicants NEED TO re-apply)**	$94,624	17-Feb-2025
Natural Resources & Environment	NE002504	**ACEO Legal Services**	$94,624	10-Feb-2025
"	NE002473	**ACEO Corporate Services** **(Re-advertisement: previous applicants NEED NOT re-apply)**	$94,624	27-Jan-2025
Public Enterprises	PE000002	**ACEO Public Bodies Governance**	$94,624	10-Feb-2025
Public Service Commission	PS002964	**Assistant Secretary Human Resource Development**	$94,624	17-Feb-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	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

Term Positions

Under Section 41 and 42 of the Public Service Act 2004

MInistry/Office	Vacancy Code	Position Title	Salary Grading (p.a max)	Deadline	Contact Details:
Agriculture & Fisheries	AGP20003	**Senior Monitoring & Evaluation Officer (Savaii)**	**A13** $38,397	3-Feb-2025	**Henrietta Mano,** TATTE Building, Level 4 henrietta.mano@maf.gov.ws

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:
Commerce, Industry & Labour	CL001800	**Driver** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A4** $10,534	3-Feb-2025	**HR & Admin** Level 4, ACC Building mcilhr@mcil.gov.ws
"	CL001795	**Principal Industry Development Officer**	**A16** $55,431	3-Feb-2025	"
"	CL002437	**Senior Inspector of Companies**	**A12** $34,438	3-Feb-2025	"
"	CL002472	**Inspector of Industrial Relations**	**A10** $27,559	3-Feb-2025	"
"	CL002458	**Intellectual Property Officer - Copyright,GI/Berne/TRIPS**	**A10** $27,559	3-Feb-2025	"
Customs & Revenue	RE002521	**Principal Accounts and Recoveries Officer**	**A16** $55,431	3-Feb-2025	DBS Building, Level 4 hr@revenue.gov.ws **OR** www.revenue.gov.ws
"	RE002491	**Records & Data Entry Clerk**	**A3** $8,214	3-Feb-2025	"
"	RE002495	**Records & Data Entry Clerk**	**A3** $8,214	3-Feb-2025	"
"	RE002823	**Senior Customs Officer - Cargo**	**A13** $38,397	3-Feb-2025	"
"	RE002824	**Senior Customs Officer - Cargo**	**A13** $38,397	3-Feb-2025	"
"	RE002825	**Customs Officer - Cargo**	**A10** $27,559	3-Feb-2025	"
"	RE002826	**Customs Officer - Cargo**	**A10** $27,559	3-Feb-2025	"
"	RE002827	**Customs Officer - Cargo**	**A10** $27,559	3-Feb-2025	"
"	RE002828	**Assistant Customs Officer - Cargo**	**A8** $21,086	3-Feb-2025	"
"	RE002829	**Assistant Customs Officer - Cargo**	**A8** $21,086	3-Feb-2025	"

"	RE002830	**Assistant Customs Officer - Cargo**	**A8** $21,086	3-Feb-2025	"
"	RE002831	**Senior Seaport Officer**	**A13** $38,397	3-Feb-2025	"
"	RE002832	**Senior Border Assurance Officer**	**A13** $38,397	3-Feb-2025	"
"	RE002833	**Senior Border Assurance Officer**	**A13** $38,397	3-Feb-2025	"
"	RE002834	**Customs Dog Handler**	**A10** $27,559	3-Feb-2025	"
"	RE002835	**Customs Officer - Scout**	**A8** $21,086	3-Feb-2025	"
"	RE002836	**Customs Officer - Scout**	**A8** $21,086	3-Feb-2025	"
"	RE002325	**Assistant IT Officer - Information System & Service Management** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A6** $15,147	3-Feb-2025	"
"	RE000323	**Office Cleaner** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A3** $8,214	3-Feb-2025	"
"	RE000316	**Driver** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A3** $8,214	3-Feb-2025	"
"	RE002500	**Executive Assistant - CEO** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A13** $38,397	3-Feb-2025	"
"	RE002411	**Principal Community Compliance Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A16** $55,431	3-Feb-2025	"
Education & Culture	EC000895	**Nightwatchman - Main Office** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A4** $10,534	3-Feb-2025	**Matagitausulu L. Kuresa,** Malifa Compound m.kuresa@mesc.gov.ws
"	EC001107	**Music Tutor - Woodwind**	**A8** $21,086	3-Feb-2025	"
Finance	FI003184	**Accounting Officer - Payroll**	**A10** $27,559	3-Feb-2025	**Efi Vaai,** Level 4, CBS Building efi.vaai@mof.gov.ws
"	FI003597	**Budget Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A10** $27,559	3-Feb-2025	"
Health	MH001784	**Principal Communication and Public Relation** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A16** $55,431	3-Feb-2025	**Siaeauli Siaea** Motootua siaeauli.siaea@health.gov.ws
"	MH001829	**Senior Environmental Health Officer**	**A12** $34,438	3-Feb-2025	"
"	MH001828	**Human Resource Officer (R&S)**	**A10** $27,559	3-Feb-2025	"
"	MH001827	**Senior Accounts Receivable Officer**	**A12** $34,438	3-Feb-2025	"
"	MH001826	**Senior Accounts Payable Officer**	**A12** $34,438	3-Feb-2025	"
"	MH001825	**Principal Warehouse Officer - Storage**	**A16** $55,431	3-Feb-2025	"
"	MH001824	**Senior Disease Surveillance Officer**	**A12** $34,438	3-Feb-2025	"

"	MH001823	**Port Health Officer**	**A10** $27,559	3-Feb-2025	"
"	MH001822	**Port Health Officer**	**A10** $27,559	3-Feb-2025	"
"	MH001821	**Principal National Health Account Officer**	**A16** $55,431	3-Feb-2025	"
"	MH001102	**Nightwatchman**	**A4** $10,534	3-Feb-2025	"
"	MH001243	**Sector Coordinating Monitoring Resourcing Officer**	**A10** $27,559	3-Feb-2025	"
"	MH001256	**Senior Disease Surveillance Officer**	**A12** $34,438	3-Feb-2025	"
"	MH001577	**Senior Salaries Clerk**	**A5** $12,714	3-Feb-2025	"
"	MH001113	**Senior Child Health Promotion Program Coordinator**	**A14** $42,358	3-Feb-2025	"
"	MH001830	**Principal Administration Officer - Savaii**	**A16** $55,431	3-Feb-2025	"
"	MH001831	**Paramedic Trainee (Ambulance Driver)**	**A5** $12,714	3-Feb-2025	"
Natural Resources & Environment	NE003519	**Driver - Maota**	**A3** $8,214	3-Feb-2025	**Lua Faagu Asi-Tua** TATTE Building, Level 3 lua.tua@mnre.gov.ws or admin@mnre.gov.ws
"	NE000411	**Driver - Main Office**	**A3** $8,214	3-Feb-2025	"
"	NE003709	**Driver**	**A3** $8,214	3-Feb-2025	"
"	NE001026	**Driver**	**A3** $8,214	3-Feb-2025	"
"	NE002535	**Accountant - Expenditure**	**A10** $27,559	3-Feb-2025	"
"	NE002520	**Accounting Officer**	**A10** $27,559	3-Feb-2025	"
"	NE003634	**Records Officer**	**A10** $27,559	3-Feb-2025	"
Prime Minister & Cabinet	PM003637	**Cashier - Savaii**	**A4** $10,534	3-Feb-2025	**Main Office** Level 4, Gov't Building hr@mpmc.gov.ws
Samoa Bureau of Statistics	BS001105	**Temporary Enumerators - DHS-MICS (63 part timers)** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$35.00 per day	3-Feb-2025	**Gaga'e Niutao Taase** Level 1, Gov't Building gagae.taase@sbs.gov.ws
"	BS001007	**Temporary Drivers DHS-MICS 2025 (8 part-timers)** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$30.00 per day	3-Feb-2025	"
Samoa Law Reform Commission	LC000007	**Driver**	**A3** $8,214	3-Feb-2025	**Tovale Filipo** Level 1, Govt Building tovale.filipo@samoalawreform.gov.ws or commission@samoalawreform.gov.ws
Works, Transport & Infrastructure	WI003027	**Senior Administration/Clerk Receptionist**	**A5** $12,714	3-Feb-2025	**HR** TATTE Building, Level 4 hr@mwti.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 - **3rd February, 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	RE000384	**Transport Officer**	**A9** $24,610	**Levaula Apineru
Health	MH001761	**Principal Logistic Officer**	**A16** $55,431	**Fuamai Mikaele Hunt
"	MH001637	**Project Finance Officer**	**A10** $27,559	**Danielle Sua
"	MH001353	**Administration Assistant - Sataua DH**	**A3** $8,214	**Tavae Faasoo
Natural Resources & Environment	NE003331	**Storeperson - South Upolu (Togitogiga)**	**A3** $8,214	**Foketi Kuata
Public Enterprises	PE000048	**Principal Performance Analyst**	**A16** $55,431	**Lienitautuamaoi Lima
"	PE000039	**Senior Performance Analyst**	**A12** $34,438	**Medcen Sharlene Iakimo
Women, Community & Social Development	WS003268	**Programmes and Training Officer**	**A10** $27,559	**Caroline Malaitai
"	WS003269	**Programmes and Training Officer**	**A10** $27,559	**Josephine Tafili
"	WS003954	**Prevention and Early Intervention Officer**	**A8** $21,086	**Timalu Euga

**** 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
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	Nazarana 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

"	WS004045	**Groundsman**	**A4** $10,534	Anesone Iosefa Mata'u
"	WS003245	**Principal Finance and Accounts Officer**	**A16** $55,431	Asotoelau Malaki

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:**
Development Bank of Samoa		**Manager Savaii Loans Division**	$94,624.39	12-Feb-2025	**Henrietta Wulf / Luuga Pinati** Development Bank of Samoa henriettaw@dbsamoa.ws / luugap@dbsamoa.ws
"		**Manager Management and Information Systems**	$94,624.39	12-Feb-2025	"
Electric Power Corporation	-	**Senior Network Administrator**	$72,946.00	3-Feb-2025	**HR Management** TATTE Building, SOGI matamuf@epc.ws or hisatakej@epc.ws website: www.epc.ws
Land Transport Authority	-	**Manager Legal**	ACEO Level	14-Feb-2025	**Human Resource** **email** hr@lta.gov.ws **or** www.lta.gov.ws
Samoa Airport Authority	-	**Senior Internal Auditor - Finance**	$34,438.00	31-Jan-2025	**HR Division** **Phone** 23201 ext 126 **email** enquiries-hr@saa.ws or **website**: www.samoaairports.com
"		**Principal Officer – Human Resources and Support Services**	$65,651.00	31-Jan-2025	"
Samoa Qualifications Authority	-	**ACEO - Qualifications Division**	$94,570.00	17-Jan-2025	**SQA Office** TATTE Blding, Level 2 sqa@sqa.gov.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)	-	**Customer Relationship Manager**	$94,624.00 – $106,452.00	31-Jan-2025	**Fiaputa Lino-Toetu** Level 3, DBS Building fiaputa.lino-toetu@utos.ws or telephone 29916 & 26949
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	15-Jan-2025	"
Scientific Research Organisation of Samoa	-	**Principal Research Scientist (Crops)**	$53,360.00	3-Feb-2025	**Samaauga Tauamiti** Nafanua, Papauta samaauga.tauamiti@sros.org.ws or website: www.sros.org.ws

"	-	**Principal Research Scientist (Postharvest)**	$53,360.00	3-Feb-2025	"
"	-	**Principal Research Scientist**	$53,360.00	3-Feb-2025	"
"	-	**Senior Research Scientist** (PIDD)	$40,433.00	3-Feb-2025	"
"	-	**Senior Research Scientist** (BMRD)	$40,433.00	3-Feb-2025	"
"	-	**Research Scientist**	$29,270.00	3-Feb-2025	"

Permanent Positions

Sector/Office	Vacancy Code	Position Title	Salary Grading (p.a max)	Deadline	Contact Details:
Attorney General	AT001737	**Legal Consultant**	A18/1 – A19/1 ($74,335 - $83,666)	14-Feb-2025	**Human Resource Section** TATTE Building, Level 6, Sogi HR@ag.gov.ws
"	AT001795	**Principal Public Prosecutor**	A17/1 – A17/4 ($67,845 – $75,709)	14-Feb-2025	"
"	AT001735	**Principal Legislative Drafter**	A17/1 – A17/4 ($67,845 – $75,709)	14-Feb-2025	"
"	AT001719	**Principal State Solicitor**	A17/1 – A17/4 ($67,845 – $75,709)	14-Feb-2025	"
"	AT001803	**Principal State Solicitor**	A17/1 – A17/4 ($67,845 – $75,709)	14-Feb-2025	"
"	AT001772	**Principal State Solicitor**	A17/1 – A17/4 ($67,845 – $75,709)	14-Feb-2025	"
"	AT001687	**Senior Legislative Drafter**	A14 – A15 ($46,158 – $52,062)	14-Feb-2025	"
"	AT001720	**Senior State Solicitor**	A14 – A15 ($46,158 – $52,062)	14-Feb-2025	"
"	AT001722	**Senior State Solicitor**	A14 – A15 ($46,158 – $52,062)	14-Feb-2025	"
"	AT001713	**Public Prosecutor**	A11 – A12 ($33,449 – $37,405	14-Feb-2025	"
"	AT001729	**State Solicitor**	A11 – A12 ($33,449 – $37,405	14-Feb-2025	"
"	AT001730	**State Solicitor**	A11 – A12 ($33,449 – $37,405	14-Feb-2025	"
"	AT001749	**State Solicitor**	A11 – A12 ($33,449 – $37,405	14-Feb-2025	"
"	AT001726	**State Solicitor**	A11 – A12 ($33,449 – $37,405	14-Feb-2025	"
"	AT001724	**State Solicitor**	A11 – A12 ($33,449 – $37,405	14-Feb-2025	"
"	AT001793	**HR & Administration Clerk**	A05 – A06 ($12,714 - $19,158)	5-Feb-2025	"
"	AT001794	**ICT/Network Officer**	A10 – A11 ($27,559 - $30,896)	5-Feb-2025	"

Central Bank of Samoa (CBS)	-	**Security Officer** (Re-advertisement)	$9,996.00 - $11,248.00	28-Jan-2025	**Human Resource Department** Ground Floor, CBS Building hr@cbs.gov.ws
"	-	**Cleaner** (Re-advertisement)	$9,996.00	28-Jan-2025	"
Electric Power Corporation	-	**Customer Service Licensing/Enquiries Clerk**	$14,821 - $17,469	20-Jan-2025	**HR Management** TATTE Building, SOGI matamuf@epc.ws or hisatakej@epc.ws 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)** Savaii (Re-advertisement: Previous applicants NEED NOT re-apply)	$10,019.00	3-Feb-2025	"
"	-	**Securities (6)** Distribution/Utilization (Re-advertisement: Previous applicants NEED NOT re-apply)	$10,019.00	3-Feb-2025	"
"	-	**Tree Clearing Labourers (3)** Distribution/Utilization	$9,254.00	3-Feb-2025	"
"	-	**Tree Clearing Labourer** Savaii	$9,254.00	3-Feb-2025	"
"	-	**Cashier**	$18,162 - $21,329	3-Feb-2025	"
"	-	**Communications Officer**	$34,988 - $41,669	3-Feb-2025	"
Electoral Commission	EV000041	**Driver**	$8,214.00	31-Jan-2025	**Corporate Service Division** OEC Headquarter, Mulinuu csds@oec.gov.ws
"	EV000051	**Field Assistants (6)** (Part Time)	$8,214.00	31-Jan-2025	"
Land Transport Authority	-	**(2) Senior Engineer -Maintenance & Construction**	G5/S1-G6/S7 $29,555.19 - $44,849.95 p.a.	27-Jan-2025	**Human Resource email** hr@lta.gov.ws **or** www.lta.gov.ws
"	-	**Senior Engineer Bridge & Maintenance** (Re-advertisement)	G5/S1-G6/S7 $29,555.19 - $44,849.95 p.a.	27-Jan-2025	"
"	-	**Night-Watchman** Savaii (Re-advertisement: Previous applicants NEED NOT re-apply)	G1/S1-G2/S7 $10,538.79- $17,150.57 p.a.	27-Jan-2025	"
"	-	**Principal Engineering Officer –ADB**	$46,427.77-$ 72,601.93	30-Jan-2025	"
"	-	**Senior Engineering Officer**	$29,555.19-$44,849.95	30-Jan-2025	"
"	-	**Engineering Officer**	$17,838.84-$28,545.89	30-Jan-2025	"
Police, Prisons & Corrections	-	**(10) Corrections Officer**	$17,934.00	27-Jan-2025	**HR Section** 22222 ext 1050 or 1054 email: hr@police.gov.ws website:samoapolice.ws/contact/vacancies/
"	-	**Principal Legal Officer** (Re-advertisement)	$55,432 - $64,502	17-Jan-2025	"
"	-	**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 Airport Authority	-	**Internal Auditor**	$14,622.00	31-Jan-2025	**HR Division** **Phone** 23201 ext 126 **email** enquiries-hr@saa.ws or **website**: www.samoaairports.com
Samoa Business Hub	-	**Business Support Officer- GBSC & COHORT (CEEDD)**	$27,500.00	31-Jan-2025	**SBH, Main Office** Le-Sanalele Complex andrew@samoabusinesshub.ws
Samoa International Finance Authority	-	**Principal Legal Officer**	-	17-Jan-2025	**Tagaloa Koroseta Lesatele** Level 6, DBS Building koroseta.lesatele@sifa.ws or call 66412
Samoa National Provident Fund	-	**Finance Officer Expenditure**	$27,482 / $38,054	31-Jan-2025	**Lenara / Ateca** Level 1, Main SNPF Building lenara@npf.ws / ateca@npf.ws
"	-	**Human Resource Oficer**	$27,482 / $38,054	31-Jan-2025	"
"	-	**Senior Human Resource Clerk**	$19,429 / $23,021	31-Jan-2025	"
Samoa Shipping Services	-	**Quality Assurance Advisor**	$44,249.17	20-Jan-2025	**SSS Office** Savalalo www.sssltd.ws
Scientific Research Organisation of Samoa	-	**Research Scientist**	$29,270.00	27-Jan-2025	**Samaauga Tauamiti** Nafanua, Papauta samaauga.tauamiti@sros.org.ws or website: www.sros.org.ws
Samoa Qualifications Authority	-	**Principal Accountant Officer**	$58,193.00	31-Jan-2025	**SQA Office** TATTE Blding, Level 2 sqa@sqa.gov.ws
"	-	**Senior Moderation Officer**	$39,369.00	31-Jan-2025	"
"	-	**Qualifications Officer**	$28,377.00	31-Jan-2025	"

C. International/Regional Agencies

Conservation International		**Communication Coordinator**	$50,400	31-Jan-2025
TOR: https://drive.google.com/file/d/1aFj_37HqLLaIx-gr2nrWoI3waPsTDEEF/view?usp=sharing For interested candidates, please submit cover letter, CV and 3 reference letters to Pualele Pene (ppene@conservation.org)				
Secretariat of the Pacific Community (SPC)	CR000365	**Programme Manager**	-	23-Jan-2025
"	KK000075	**Procurement Officer**	-	26-Jan-2025
"	JM0000814	**Natural Resource Management Adviser**	-	26-Jan-2025
"	CR000339	**Finance Officer**		26-Jan-2025
"	CR000343	**Conference Interpreter/Translator (English/French)**	-	26-Jan-2025
"	CR000345	**Senior Finance Officer**	-	26-Jan-2025
"	CR000353	**Director Strategy Performance & Learning**		30-Jan-2025

"	CR000355	**Project Manager, Enhancing Adaptation and Community Resilience by Improving Water Security**	-	2-Feb-2025
"	CR000350	**Senior Software Developer**	-	2-Feb-2025
"	CR000348	**Programmes Officer**	-	2-Feb-2025
"	CR000347	**Business Development Adviser**		2-Feb-2025
"	JM000827	**Facilities Manager**		2-Feb-2025
"	JM000829	**Human Resources Officer – Advisory and Operation**	-	9-Feb-2025
"	CR000363	**Information and Communication Officer**	-	9-Feb-2025
"	JM000830	**Procurement Officer**	-	9-Feb-2025
Applicants must apply online at http://careers.spc.int/				
Samoa Australia Tautua		**HA15 Micro Credential – Technical Adviser**	-	24-Jan-2025
Contact internal@tautuapartnership.org for the full Terms of Reference (TOR)				
Secretariat of the Pacific Regional Environment Programme (SPREP)		**Manager, North Pacific Office**	SAT $159,604	31-Jan-2025
"		**Project Development and Implementation Officer**	SAT $115,393	31-Jan-2025
"		**Information Technology Systems and Security Engineer**	SAT $138,632	31-Jan-2025
"		**Climatologist – Climate and Oceans Support Programme in the Pacific Phase 3**	SAT $115,393	31-Jan-2025
"		**Human Resources Officer**	SAT $46,509	31-Jan-2025
"		**Director, Legal Services and Governing Bodies**	SAT $294,460	31-Jan-2025
"		**Communications Officer – Climate and Oceans Support Programme in the Pacific Phase 3**	SAT $115,393	31-Jan-2025
"		**Information Technology Network and Security Engineer**	SAT 138,632	31-Jan-2025
"		**Director, Biodiversity Conservation and Fiji Office**	SAT $294,460	31-Jan-2025
"		**Director, Human Resources and Administration**	SAT $294,460	28-Feb-2025
"		**Director, Finance**	SAT $294,460	28-Feb-2025
Information package including the Job Description and Application Form, are available on this direct web link https://www.sprep.org/career-opportunities				
Pacific Islands Forum Secretariat		**Senior Adviser - Policy**	-	7-Feb-2025
View www.forumsec.org for more details				
Australia High Commission		**Program Manager**	SAT $70,014 - $83,485	31-Jan-2025
Access full Position Description from the Australian High Commission's website: www://samoa.embassy.gov.au/apia/Vacancies.html				

D. Training/Scholarship Opportunities

CALL FOR APPLICATIONS: "Youth of Excellence Scheme of China Program"2025/2026

The Government of China in partnership with the Government of Samoa is inviting suitable candidates from Samoa to apply for full scholarship awards to pursue Master's studies at tertiary Institutions in China for the 2025/2026 Academic Year.

The opportunity is for Master's degree education to develop high-quality, versatile professionals who meet the global governance needs. The program offers full scholarships that cover tuition, living expenses and other necessary costs and will be conducted in English. In principle, the curriculum lasts 12 months and leads to a master's degree.

Specific Eligibility Criteria:
- Must be a Samoan citizen and be in good health both mentally and physically.
- Must be under the age of 45 when applying
- Must hold a bachelor's degree or higher
- Must have at least 3 years of professional work experience.
- Preference will be given to those with professional training or work experience relevant to the proposed program.
-Applicants must fall into one of the following 4 categories:
  (1) A government official at the division chief level (or equivalent level) or above.
  (2) A senior manager of an institution or enterprise.
  (3) An administrator of a university or scientific research institution.
  (4) Those who have relevant employment or internship experience in international organisations

Applicants may log onto the Chinese Government Scholarship System (http://studyinchina.csc.edu.cn/#/login) to access the online application form. Applicants must obtain a pre-admission letter from one of the subprograms at the time of application. Please email scholarships@psc.gov.ws or call in to the Samoa Public Service Commission office at the Government Building, Level 2, to uplift the medical examination form.

For more information regarding these Awards and the contact list of Chinese Universities, please visit http://www.campuschina.org/content/details3_790440.html

Deadline for submission of printed online application with attachments and medical examination form to the Public Service Commission Office, Level 2 FMFM II Government Building is: **Thursday 13th March 2025 at 4:30pm**

E. Public Notices

Caritas Samoa

Caritas SAMOA

VACANT POSITIONS

Applications are invited from qualified candidates for the following positions:

[1] Finance Manager:
Annual Salary: $90,000 pa
Duration: Permanent.

[2] Project Coordinator [WISEH]
Annual Salary: $50,000 pa.
Duration: Depends on projects funding availability

[3] Preparedness, Rescue & Resilience Coordinator:
Annual Salary: $42,000 pa.
Duration: Depends on projects funding availability.

[4] Advocacy Coordinator
Annual Salary: $25,200 pa.
Duration: Depends on projects funding availability.

*** **Nota Bene:** **[a]** Vacancies **[1], [2], [3] and [4]** above will be closed on Friday 24th January 2025 at 4.00pm.
[b] Vacancies **[5], [6] & [7]** below, will be closed on Friday 17th January 2025 at 4.00pm.

[5] Project Officer [WE RISE Project]
Annual Salary: $50,000 pa. Depends on projects funding availability.

[6] Finance Officer
Annual Salary: $50,000
Duration: Permanent.

[7] Receptionist & Cleaner
Annual Salary: $7,800 pa
Duration: Permanent

All Applications should include: [1] Cover Letter, [2] Updated CV, [3] 3 Referees, [4] Clean Police Report; [5] Certified Copies of Qualifications to be addressed to; The Director Caritas Samoa, 2nd Floor; Tu'utu'uilelo loto Hall, M u l i v a i – Apia and are to be sent over to the emails: peato.toluono@caritassamoa.ws or caritassamoa25@gmail.com

Please click onto the link below to read through the JDs of the position of interest:
https://drive.google.com/drive/folders/1hgr3OrSpAw1497mjfpOmxpym-1ct2hsR?usp=drive_link

If more information needed, please call 7220638 or 7611110 for Chaplain & HR Manager; Deacon Tiufea Peato Mikaele Toluono.

Ministry of Communication & Information Technology

Accident Compensation Corporation

Ministry of Health

YES
FOODS FOR
SCHOOL
100% Plain Milk
Fruit Salad Drink (SMOOTHIE)
Drinking Coconut
100% Fruit Juice
Clean Water
Lemonade with less sugar
Ripe Banana
Pawpaw
Mature Coconut
Mangoes
Pineapple
Star Fruit
Supoesi
Vaisalo
Suafa'i
Fish Sandwich with Vegetables
Egg Sandwich with Vegetables
Chicken Sandwich with Vegetables
Masi Popo
Masi Sao
Kekesaiga
Local Peanuts
Steamed Porkbun with Vegetables
Boiled Eggs
Flat Pancakes
Unsalted Popcorn
Vegetable Curry with Rice or Taro
Vegetable Chopsuey with Rice or Taro
Vegetable Stirfry with Rice or Taro
Burger with Vegetables
Vegetable Soup
Koko Araisa
WHY EAT HEALTHY?
Good nutrition for children and young people:
• Improves learning and attention span
• Improves physical and psychological well being
• Promotes optimal growth and development
• Reduces the risk of diet related health problems such as diabetes, some cancers, stroke, high blood pressure, dental caries and obesity
EAT THE COLOURS OF THE RAINBOW
MINISTRY OF HEALTH
NUTRITION SECTION
PH: 68137

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

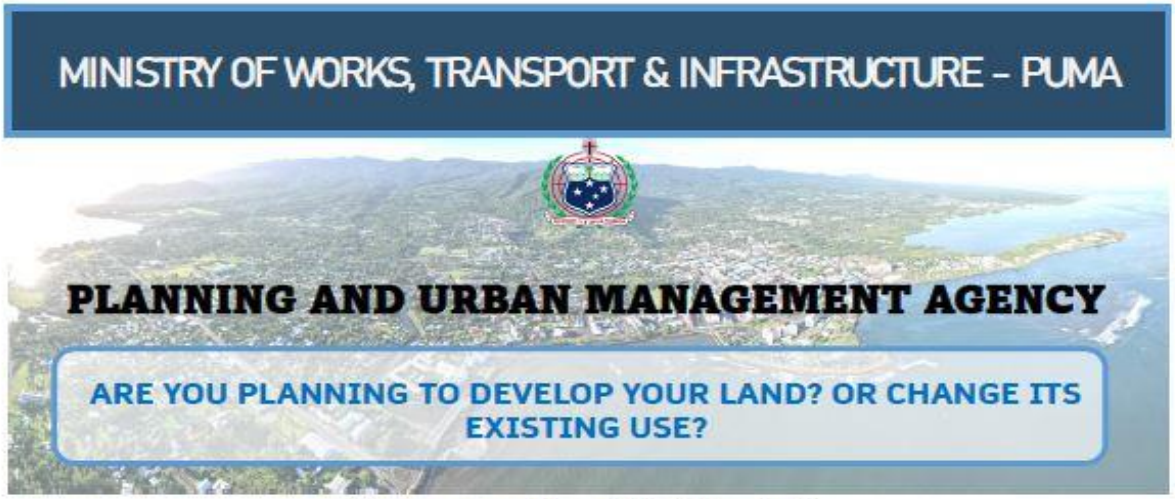
E fa'asilasila atu i le mamalu o le atunuu, tagata e onaina galuega ma tagata faigaluega, ina ia fa'amalosia le saogalemu i totonu o matagaluega a le Malo, o fa'alapotopotoga tūma'oti ma Pisinisi tūma'oti o Samoa, e tusa ma aiaiga ma ta'iala ole tulafono autū tau le Saogalemū ma le Soifua Maloloina 2002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