PUBLIC SERVICE OFFICIAL CIRCULAR

Issued weekly by the Public Service Commission *Issue 04/2025, 28th January 2025*

I want to know Christ—yes, to know the power of his resurrection and participation in his sufferings, becoming like him in his death,
11 and so, somehow, attaining to the resurrection from the dead.
Philippians 3:10-11

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
Communications & Information Technology	CT002730	**ACEO Corporate Services**	$94,624	24-Feb-2025
"	CT002753	**ACEO Legal** **(Re-advertisement: previous applicants NEED NOT re-apply)**	$94,624	10-Feb-2025
Customs & Revenue	RE002534	**ACEO Policy and Performance Improvement**	$94,624	10-Feb-2025
"	RE002278	**ACEO Audit and Investigations**	$94,624	24-Feb-2025
Education & Culture	EC001198	**ACEO Legal Services**	$94,624	10-Feb-2025
"	EC000113	**ACEO ICT and Media**	$94,624	10-Feb-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
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

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:
Women, Community & Social Development	WSP00432	**Principal M&E Officer**	**A16** $55,431	10-Feb-2025	**Faagotola Iere** Tooa Salamasina Building fiere@mwcsd.gov.ws
"	WSP00222	**Principal M&E Officer**	**A16** $55,431	10-Feb-2025	"
Works, Transport & Infrastructure	WIP21000	**Senior Financial Management Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A13** $38,397	10-Feb-2025	**Mele Nofoasaefa** TATTE Building, Level 4 mele.nofoasaefa@mwti.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	CL002489	**Senior Policy Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A12** $34,438	10-Feb-2025	**HR & Admin** Level 4, ACC Building mcilhr@mcil.gov.ws
Agriculture & Fisheries	AG003673	**Driver** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A3** $8,214	10-Feb-2025	**Henrietta Mano,** TATTE Building, Level 4 henrietta.mano@maf.gov.ws
"	AG003559	**Driver** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A3** $8,214	10-Feb-2025	"
"	AG000714	**Nightwatchman - Nu'u** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A4** $10,534	10-Feb-2025	"
"	AG001241	**Fisheries Assistant (Advisory)** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A5** $12,714	10-Feb-2025	"
"	AG003452	**Technician (AP)** (Re-advertisement: Previous Applicants **NEED TO** re-apply)	**A6** $15,147	10-Feb-2025	"
"	AG003501	**Animal Production Advisory Officer** (Re-advertisement: Previous Applicants **NEED TO** re-apply)	**A10** $27,559	10-Feb-2025	"
"	AG003743	**Fisheries Officer (Fish Market Administration)** (Re-advertisement: Previous Applicants **NEED TO** re-apply)	**A10** $27,559	10-Feb-2025	"
Finance	FI003539	**Executive Legal Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A17** $67,845	10-Feb-2025	**Efi Vaai,** Level 4, CBS Building efi.vaai@mof.gov.ws
"	FI003113	**Lift Operator** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A4** $10,534	10-Feb-2025	"
"	FI003301	**Labourer Vaimea** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A4** $10,534	10-Feb-2025	"
Health	MH001705	**Driver - Lalomanu DH**	**A3** $8,214	10-Feb-2025	**Siaeauli Siaea** Motootua siaeauli.siaea@health.gov.ws

"	MH001732	**Driver - Leulumoega DH**	**A3** $8,214	10-Feb-2025	"
"	MH001727	**Driver - Faleolo DH**	**A3** $8,214	10-Feb-2025	"
"	MH001722	**Driver - Saanapu DH**	**A3** $8,214	10-Feb-2025	"
"	MH001716	**Driver - Lufilufi DH**	**A3** $8,214	10-Feb-2025	"
"	MH001751	**Driver - Satupaitea DH**	**A3** $8,214	10-Feb-2025	"
"	MH001746	**Driver - Foailalo DH**	**A3** $8,214	10-Feb-2025	"
"	MH001741	**Driver - Safotu DH**	**A3** $8,214	10-Feb-2025	"
"	MH001736	**Driver - Sataua DH**	**A3** $8,214	10-Feb-2025	"
"	MH001489	**Senior Pharmacy (Outpatient Dispensary)**	**A10** $27,559	10-Feb-2025	"
"	MH001507	**Asset Accounting Officer**	**A10** $27,559	10-Feb-2025	"
"	MH001351	**Accounting Officer**	**A10** $27,559	10-Feb-2025	"
"	MH001480	**Domestic Assistant - MT2**	**A3** $8,214	10-Feb-2025	"
"	MH001488	**Pharmacy Technician (Outpatient Dispensary)**	**A8** $21,086	10-Feb-2025	"
"	MH001835	**Domestic Assistant**	**A4** $10,534	10-Feb-2025	"
"	MH001834	**Security - TTM Hospital**	**A4** $10,534	10-Feb-2025	"
"	MH001833	**Ambulance Driver - MT2**	**A4** $10,534	10-Feb-2025	"
"	MH001836	**Senior Phamarcy Technician (Outpatient Dispensary)**	**A10** $27,559	10-Feb-2025	"
"	MH001837	**Senior Phamarcy Technician (Outpatient Dispensary) L2**	**A7** $17,934	10-Feb-2025	"
"	MH001838	**Principal Pharmacist - Outpatient Dispensary**	**A16** $55,431	10-Feb-2025	"
"	MH001839	**Principal Pharmacist - Inpatient Dispensary**	**A17** $67,845	10-Feb-2025	"
"	MH001840	**Environment Health Officer - HW/Burial**	**A10** $27,559	10-Feb-2025	"
"	MH001841	**Senior Warehouse Officer - Inventory Con & Storage**	**A12** $34,438	10-Feb-2025	"

"	MH001842	**Principal Warehouse Officer - Receipt & Distribution**	**A16** $55,431	10-Feb-2025	"
"	MH001843	**Senior Internal Auditor - Projects & Grants**	**A12** $34,438	10-Feb-2025	"
"	MH001844	**Driver - Poutasi DH**	**A3** $8,214	10-Feb-2025	"
"	MH001845	**Senior Dental Assistant - MT2**	**A9** $24,610	10-Feb-2025	"
Natural Resources & Environment	NE003373	**Senior Scientific Officer - Geology**	**A13** $38,397	10-Feb-2025	**Lua Faagu Asi-Tua** TATTE Building, Level 3 lua.tua@mnre.gov.ws or admin@mnre.gov.ws
"	NE003452	**Groundsman - Taumeasina** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A3** $8,214	10-Feb-2025	"
"	NE003589	**Assistant Mechanic - Mulinuu** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A3** $8,214	10-Feb-2025	"
"	NE003737	**Forest Field Assistant - Togitogiga** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A3** $8,214	10-Feb-2025	"
"	NE003591	**Assistant Motor & Metal** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A3** $8,214	10-Feb-2025	"
"	NE003743	**Technician Trainee - Mulinuu** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A3** $8,214	10-Feb-2025	"
Public Enterprises	PE000011	**Policy Analyst (Governance)**	**A10** $27,559	10-Feb-2025	**Fuatino Vaiao Laumoli** Level 1, NPF Plaza fuatino.laumoli@mpe.gov.ws
"	PE000022	**Research Officer**	**A10** $27,559	10-Feb-2025	"
Office of the Regulator	RG000011	**Principal Electricity Sector Specialist** (Re-advertisement: Previous Applicants **NEED TO** re-apply)	**A16** $55,431	10-Feb-2025	**Etenauga Toimoana** Savalalo etenauga.toimoana@regulator.gov.ws
Samoa Bureau of Statistics	BS001067	**Statistical Clerk - Social Stat**	**A3** $8,214	10-Feb-2025	**Paepaetele Sefa** Level 1, Gov't Building paepaetele.sefa@sbs.gov.ws
"	BS001050	**Cashier - BDM Officer - Upolu**	**A5** $12,714	10-Feb-2025	"
Women, Community & Social Development	WS004200	**Senior HRD Officer**	**A12** $34,438	10-Feb-2025	**Faagotola Iere** Tooa Salamasina Building fiere@mwcsd.gov.ws
"	WS003935	**Executive Legal Officer**	**A16** $55,431	10-Feb-2025	"
"	WS000448	**Driver - Upolu**	**A5** $12,714	10-Feb-2025	"
"	WS003968	**Asset Management Officer**	**A10** $27,559	10-Feb-2025	"
"	WS003271	**Senior Prevention & Early Intervention Officer**	**A12** $34,438	10-Feb-2025	"
"	WS003917	**Senior Disabilities Officer**	**A15** $47,428	10-Feb-2025	"
"	WS003966	**Principal Poverty Alleviation Officer**	**A16** $55,431	10-Feb-2025	"

"	WS004052	**Principal Sector Coordinator**	**A16** $55,431	10-Feb-2025	"
"	WS004053	**Principal Communication Officer**	**A16** $55,431	10-Feb-2025	"
Works, Transport & Infrastructure	WI003112	**Civil Engineer - Pavement & Drainage**	**A17** $67,845	10-Feb-2025	**Mele Nofoasaefa** TATTE Building, Level 4 mele.nofoasaefa@mwti.gov.ws
"	WI003113	**Civil Engineer - Roads & Infrastructure**	**A17** $67,845	10-Feb-2025	"
"	WI003165	**Principal Legal Officer** (Re-advertisement: Previous Applicants **NEED TO** re-apply)	**A16** $55,431	10-Feb-2025	"

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 - **10th 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
Agriculture & Fisheries	AG003572	**Field Assistant**	**A3** $8,214	**Siani Logoitino
"	AG001370	**Field Assistant**	**A3** $8,214	**Etuale Alofi
Education & Culture	EC001212	**Nightwatchman**	**A4** $10,534	**Kelekolio Feo Vete
Customs & Revenue	RE000322	**Driver**	**A3** $8,214	**Nikolao A. Niko
Commerce, Industry & Labour	CL002456	**Principal Registry Officer**	**A16** $55,431	**Marqureta Taitusi Levi
Finance	FI003281	**Driver**	**A4** $10,534	**Laupanini Luteru Elisara
Foreign Affairs & Trade	FT002148	**Foreign Service Officer**	**A10** $27,559	**Time Sumeo
Women, Community & Social Development	WS003967	**Principal Policy & Research Development Officer**	**A16** $55,431	**Veronica Talafaaoti

**** 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	AG003536	**Agronomist - Tree Crops**	**A10** $27,559	Logotaeao Iese
"	AG003377	**Crops Advisory Officer - West Upolu**	**A10** $27,559	Mu Vaamainuu

Customs & Revenue	RE002582	**Policy & Business Improvement Officer**	**A10** $27,559	Telesia Siliato
"	RE002544	**Policy & Business Improvement Consultant**	**A17** $67,845	Fiamalua Sefo
Finance	FI003566	**Security Officer TATTE**	**A4** $10,534	Jayden Samuelu Yiuhng
"	FI003553	**Security Officer TATTE**	**A4** $10,534	Salemuliaga Fotu
"	FI003513	**Senior Aid Coordinationand Management Officer**	**A14** $42,358	Feretoa Fuiono
Health	MH001684	**Driver - Tuasivi Hospital**	**A3** $8,214	Alosio Tauapai
Justice & Courts Administration	JC002348	**Senior Court Officer - District Court**	**A12** $34,438	Selema Luamanuvae
Prime Minister & Cabinet	PM003275	**Principal Policy Officer - Whole of Society**	**A16** $55,431	Romario Pose
Public Enterprises	PE000042	**Driver**	**A4** $10,534	Etimani Lui
Samoa Law Reform Commission	LC000005	**Executive Assistant & Receptionist**	**A12** $34,438	Tele Pinati

Contract Positions

Under Section 31 of the Public Service Act 2004

Ministry/Office	Vacancy Code	Position Title	Salary Grading (p.a max)	Appointee
CONTRACT APPOINTMENT Commencement Date: 27th January 2024				
Health		**ACEO Health Security & Disease Surveillance**	$94,624	^^Paulo Pemita Seuseu
CONTRACT APPOINTMENT Commencement Date: 10th February 2024				
Public Enterprises		**ACEO Commercial Entities Division**	$94,624	^^Faafetai Golovale - Leiofi

GENERAL NOTICES

Position Title & Salary Correction

Issue 42_2024

Ministry/Office	Vacancy Code	Position Title	Salary Grading (p.a max)
Health	MH001019	**Human Resource Development Officer**	**A10** $27,559

B. Public Sector/Other Agencies

VACANCIES

Contract Positions

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
Legislative Assembly	-	**Parliamentary Legal Counsel**	$92,770.00	10-Feb-2025	**ISS Division** Maota Tofilau Eti Alesana, Mulinuu iss@palemene.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 Export Authority	-	**ACEO - Policy Planning and Operations**	$94,624.00	17-Feb-2025	**Pouli Dr Keneti Faulalo** SEA Office. Vaitele-Tai. Apia p.k.faulalo@samoaexportauthority.gov.ws or kenetif@gmail.com
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	"
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	"
Samoa Qualifications Authority	-	**ACEO - Qualifications Division** (Previous applicants need not re-apply)	$94,570.00	11-Feb-2025	**SQA Office** TATTE Blding, Level 2 sqa@sqa.gov.ws
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

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	"
Electric Power Corporation	-	**Securities (2)** Savaii (Re-advertisement: Previous applicants NEED NOT re-apply)	$10,019.00	3-Feb-2025	**HR Management** TATTE Building, SOGI matamuf@epc.ws or hisatakej@epc.ws website: www.epc.ws
"	-	**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	"
Land Transport Authority	-	**Principal Engineering Officer –ADB**	$46,427.77-$ 72,601.93	30-Jan-2025	**Human Resource email** hr@lta.gov.ws **or** www.lta.gov.ws
"	-	**Senior Engineering Officer**	$29,555.19-$44,849.95	30-Jan-2025	"
"	-	**Senior Engineering Officer** Savaii Operation Division	$29,555.19-$44,849.95	5-Feb-2025	"

"	-	**Engineering Officer**	$17,838.84-$28,545.89	30-Jan-2025	"
Legislative Assembly	-	**Principal Policy & Planning Officer** (Re-advertisement: Previous applicants **NEED NOT** re-apply)	$55,431.00	10-Feb-2025	**ISS Division** Maota Tofilau Eti Alesana, Mulinuu iss@palemene.ws
"	-	**Senior Chamber Officer**	$34,439.00	10-Feb-2025	"
"	-	**Parliamentary Committee Officer**	$27,559.00	10-Feb-2025	"
"	-	**Driver**	$15,147.00	10-Feb-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
Office of the 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	"
"	EV000039	**Principal Voter Registration Officer**	**A16** $55,431 - $75,709	6-Feb-2025	"
Police, Prisons & Corrections	-	**Principal Legal Officer** (Re-advertisement: Previous applicants **NEED NOT** re-apply)	$55,432 - $64,502	10-Feb-2025	**HR Section** 22222 ext 1050 or 1054 email: hr@police.gov.ws website:samoapolice.ws/contact/vacancies/
"	-	**Assistant Carpenter** (Re-advertisement: Previous applicants **NEED NOT** re-apply)	$13,657 - $18,545	10-Feb-2025	"
"	-	**Maintenance Officer (2)** (Re-advertisement: Previous applicants **NEED NOT** re-apply)	$13,657 - $18,545	10-Feb-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 Ports Authority	-	**Human Resource Oficer**	$14,653.49 - $17,844.22	7-Feb-2025	**Christina Puipuia** SPA Office christina@spasamoa.ws or website www.spasamoa.ws
"	-	**Security Officer (4)**	$9,802.60 - $11,717.42	7-Feb-2025	"
"	-	**Cargo Officer**	$18,674.61 - $22,823.38	7-Feb-2025	"
Samoa Fire & Emergency Services Authority	-	**Qualified Officer Awareness** (Re-advertisement: Previous applicants **NEED NOT** re-apply)	$27,559.00	12-Feb-2025	**Jubin Simanu / Fuatai Tiumalu** SFESA Building, jubin.simanu@sfesa.ws, fuatai.tiumalu@sfesa.ws
Samoa Export Authority	-	**Driver & Mechanic**	$19,055.00	10-Feb-2025	**Pouli Dr Keneti Faulalo** SEA Office. Vaitele-Tai. Apia p.k.faulalo@samoaexportauthority.gov.ws or kenetif@gmail.com
"	-	**Administrative Support & Office Clerk**	$12,740.00	10-Feb-2025	"
"	-	**Security**	$8,214.00	10-Feb-2025	"

"	-	**Office Helper**	$7,014.00	10-Feb-2025	"
"	-	**Administrative Support Services Officer**	**A8** $21,086	10-Feb-2025	"
"	-	**Principal Officer - Human Resources**	**A16** $55,431	10-Feb-2025	"
"	-	**Senior Officer - Financial Management & Budgeting**	**A14** $42,358	10-Feb-2025	"
"	-	**Finance Officer**	$29,270.00	10-Feb-2025	"
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	-	**(2) Crewing Officers**	$18,032.00	14-Feb-2025	
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

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				
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)				
Pacific Islands Forum Secretariat		**Senior Adviser - Policy**	-	7-Feb-2025
View www.forumsec.org for more details				
Secretariat of the Pacific Community (SPC)	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/				
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				
United Nations Development Programme (UNDP)	-	**ICT Assistant NPSA-5 (Nationals only)**	-	5-Feb-2025
Link to apply: https://estm.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1/job/23606				

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

Ministry of Communication & Information Technology

Accident Compensation Corporation

Ministry of Health

Mnistry of Commerce, Industry & Labour

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

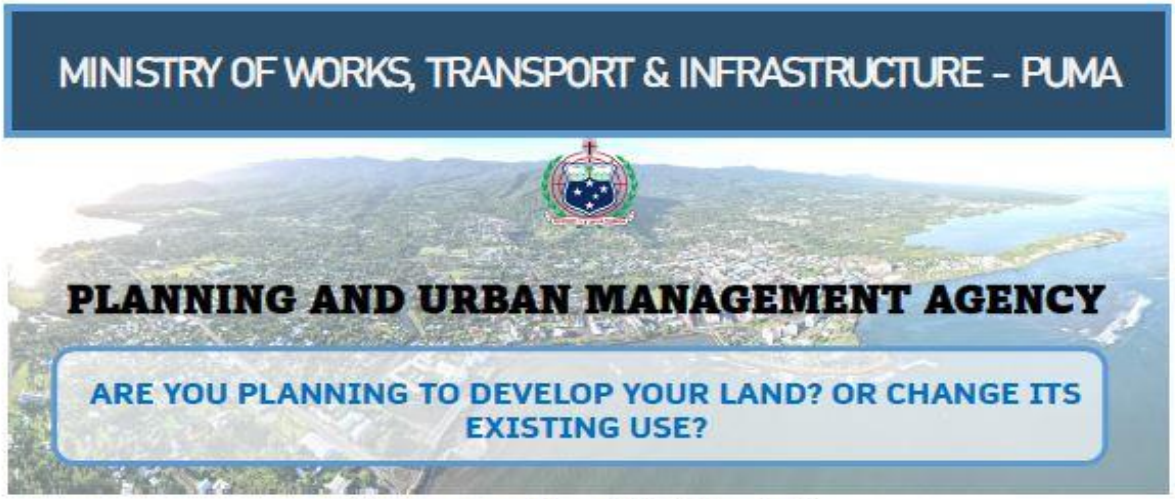
E fa'asilasila atu i le mamalu o le atunuu, tagata e onaina galuega ma tagata faigaluega, ina ia fa'amalosia le saogalemu i totonu o matagaluega a le Malo, o fa'alapotopotoga tūma'oti ma Pisinisi tūma'oti o Samoa, e tusa ma aiaiga ma ta'iala ole tulafono autū tau le Saogalemū ma le Soifua Maloloina 2002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

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