PUBLIC SERVICE OFFICIAL CIRCULAR

Issued weekly by the Public Service Commission *Issue 08/2025, 25th February 2025*

"Come now, and let us reason together," Says the Lord, "Though your sins are like scarlet, They shall be as white as snow; Though they are red like crimson, They shall be as wool."
Isaiah 1:18

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
Education & Culture	EC001129	**Principal Faleatiu Primary School** **(Re-advertisement: previous applicants NEED NOT re-apply)**	$50,378	10-Mar-2025
"	EC000383	**Vice Principal Asau College**	$58,304	3-Mar-2025
Health	MH001848	**ACEO Clinical Support & Rehabilitative Services**	$94,624	3-Mar-2025
"	MH001001	**ACEO Strategic Development, Policy, Planning & Research**	$94,624	17-Mar-2025
Natural Resources & Environment	NE002504	**ACEO Legal Services** **(Re-advertisement: previous applicants NEED NOT re-apply)**	$94,624	3-Mar-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:
Finance	FIP25002	**Principal Finance Management Officer (FSRDP)** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A17** **$**67,845	10-Mar-2025	**Alatoa Ama,** Level 4, CBS Building alatoa.ama@mof.gov.ws
Works, Transport & Infrastructure	WIP21000	**Senior Financial Management Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**PR11** $38,397	10-Mar-2025	**Mele Nofoasaefa** TATTE Building, Level 4 mele.nofoasaefa@mwti.gov.ws
"	WIP25000	**Senior IPS & Maritime Safety Information Officer**	**A12** $34,438	10-Mar-2025	"
"	WIP25001	**Senior Maritime AtoN/Oil Spill Response Officer**	**A12** $34,438	10-Mar-2025	"
Women, Community & Social Development	WSP00432	**Principal M&E Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A16** $55,431	10-Mar-2025	**Faagotola Iere** Tooa Salamasina Building fiere@mwcsd.gov.ws
"	WSP00222	**Principal M&E Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A16** $55,431	10-Mar-2025	"

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	CL002492	**ICT Officer**	**A12** $34,438	10-Mar-2025	**HR & Admin** Level 4, ACC Building mcilhr@mcil.gov.ws
Communications & Information Technology	CT002691	**Senior Accounts Receivable Clerk**	**A6** $15,147	10-Mar-2025	**HR** Level 6, TATTE Building hr-info@mcit.gov.ws
"	CT000472	**Driver**	**A3** $8,214	10-Mar-2025	"
"	CT000470	**Driver** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A3** $8,214	10-Mar-2025	"
Customs & Revenue	RE002457	**Assistant Collections Officer - SME** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A6** $15,147	10-Mar-2025	DBS Building, Level 4 hr@revenue.gov.ws **OR** www.revenue.gov.ws
Foreign Affairs & Trade	FT002146	**Principal Finance & Administrative Officer**	**A16** $55,431	10-Mar-2025	**Sarona Tanielu - Tomane** Level 3, Govt Building sarona.tomane@mfat.gov.ws
"	FT002168	**Principal Legal Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A16** $55,431	10-Mar-2025	"
"	FT002139	**Accounts & Administration Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A10** $27,559	10-Mar-2025	"
Health	MH001849	**Biomedical Technician**	**A10** $27,559	10-Mar-2025	**Siaeauli Siaea** Motootua siaeauli.siaea@health.gov.ws
"	MH001210	**Principal Sanitation & Vector Officer**	**A16** $55,431	10-Mar-2025	"
"	MH001821	**Principal National Health Account Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A16** $55,431	10-Mar-2025	"
"	MH001833	**Ambulance Driver - MTII** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A4** $10,534	10-Mar-2025	"
"	MH001736	**Driver - Sataua DH** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A3** $8,214	10-Mar-2025	"
"	MH001727	**Driver - Faleolo DH** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A3** $8,214	10-Mar-2025	"
"	MH001741	**Driver - Safotu DH** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A3** $8,214	10-Mar-2025	"
"	MH001751	**Driver - Satupaitea DH** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A3** $8,214	10-Mar-2025	"
"	MH001844	**Driver - Poutasi DH** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A3** $8,214	10-Mar-2025	"
"	MH001746	**Driver - Foailalo DH** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A3** $8,214	10-Mar-2025	"
Natural Resources & Environment	NE000406	**Driver - Main Office** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A3** $8,214	10-Mar-2025	**Lua Faagu Asi-Tua** TATTE Building, Level 3 lua.tua@mnre.gov.ws or admin@mnre.gov.ws
"	NE003589	**Assistant Mechanic - Mulinuu** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A3** $8,214	10-Mar-2025	"

"	NE003737	**Forest Field Assistant - Togitogiga** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A3** $8,214	10-Mar-2025	"
"	NE003738	**Ring Weeding - Vailima** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A3** $8,214	10-Mar-2025	"
"	NE003530	**Ring Weeding - Togitogiga** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A3** $8,214	10-Mar-2025	"
Office of the Regulator	RG000007	**Principal Spectrum & Technical Analyst**	**A16** $55,431	10-Mar-2025	**HR** MKR Building Savalalo humanresources@regulator.gov.ws
"	RG000011	**Principal Electricity Sector Specialist** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A16** $55,431	10-Mar-2025	"
Prime Minister & Cabinet	PM003655	**Senior ICT Networking Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A13** $38,397	10-Mar-2025	**Main Office** Level 4, Gov't Building hr@mpmc.gov.ws
"	PM003683	**Senior Policy Analyst - Social Services** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A13** $38,397	10-Mar-2025	"
"	PM003299	**Policy Analyst - Whole of Society** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A10** $27,559	10-Mar-2025	"
"	PM003300	**Policy Analyst - Social Services** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A10** $27,559	10-Mar-2025	"
Public Enterprises	PE000038	**Senior Performance Analyst** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A12** $34,438	10-Mar-2025	**Fuatino Vaiao Laumoli** Level 1, NPF Plaza fuatino.laumoli@mpe.gov.ws
"	PE000022	**Research Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A10** $27,559	10-Mar-2025	"
"	PE000011	**Policy Analyst** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A10** $27,559	10-Mar-2025	"
Public Service Commission	PS003020	**Senior HR Officer - Performance Policy and Ethics** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A14** $42,358	10-Mar-2025	**Main Office** Level 2, Govt Building info@psc.gov.ws
"	PS003007	**Senior HR Officer - Performance Policy and Ethics**	**A14** $42,358	10-Mar-2025	"
Samoa Bureau of Statistics	BS001063	**Principal Statistician - GFS Unit** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A16** $55,431	10-Mar-2025	**Paepaetele Sefa** Level 1, Gov't Building paepaetele.sefa@sbs.gov.ws
Women, Community & Social Development	WS003601	**Assistant Accounts Officer**	**A5** $12,714	10-Mar-2025	**Faagotola Iere** Tooa Salamasina Building fiere@mwcsd.gov.ws
"	WS003275	**Social Business Development Officer**	**A10** $27,559	10-Mar-2025	"
"	WS003950	**Bindery Assistant**	**A5** $12,714	10-Mar-2025	"
"	WS003251	**Bindery Assistant**	**A5** $12,714	10-Mar-2025	"
"	WS001059	**Machine Operator**	**A5** $12,714	10-Mar-2025	"
"	WS003204	**Assistant Prevention & Early Intervention Officer**	**A6** $15,147	10-Mar-2025	"
"	WS003207	**Assistant Prevention & Early Intervention Officer**	**A6** $15,147	10-Mar-2025	"

"	WS002360	**Principal Production Officer**	**A16** $55,431	10-Mar-2025	"
"	WS003248	**Senior Records Clerk**	**A5** $12,714	10-Mar-2025	"
"	WS003257	**Principal Community Planning Officer - Upolu**	**A16** $55,431	10-Mar-2025	"
"	WS003228	**Assistant Accounts Officer**	**A5** $12,714	10-Mar-2025	"
"	WS004200	**Senior HRD Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A12** $34,438	10-Mar-2025	"
"	WS003935	**Executive Legal Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A16** $55,431	10-Mar-2025	"
"	WS004052	**Principal Sector Coordinator** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A16** $55,431	10-Mar-2025	"
"	WS004053	**Principal Communication Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A16** $55,431	10-Mar-2025	"
"	WS003917	**Senior Disability Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A15** $47,428	10-Mar-2025	"
"	WS003966	**Principal Poverty Alleviation Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A16** $55,431	10-Mar-2025	"
Works, Transport & Infrastructure	WI000477	**Office Assistant / Receptionist**	**A3** $8,214	10-Mar-2025	**Mele Nofoasaefa** TATTE Building, Level 4 mele.nofoasaefa@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 - **10th March, 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
Finance	FI003572	**Security Officer TATTE**	**A4** $10,534	**Emosi Emosi
"	FI003553	**Security Officer TATTE**	**A4** $10,534	**Lemoelifili Lemoe
Health	MH001830	**Principal Administration Officer - MTII**	**A16** $55,431	**Marah Aroni
"	MH001774	**Senior Medical Laboratory Technician Officer - MTII**	**A14** $42,358	**Victor Mapesone
"	MH001068	**Administration Clerk - MTII**	**A7** $17,934	**Neil Baker
"	MH001482	**Mortuary Assistant - MTII**	**A7** $17,934	**Lole Afoa
"	MH001792	**Cashier - Tuasivi Hospital**	**A3** $8,214	**Pearlyn Tumanuvao

"	MH001480	**Domestic Assistant - Tuasivi Hospital**	**A3** $8,214	**Tului Tiaka
"	MH001791	**Domestic Assistant - Tuasivi Hospital**	**A4** $10,534	**Palolo Fepuleai
"	MH001095	**Domestic Assistant - Tuasivi Hospital**	**A3** $8,214	**Maryann Faamasino
Natural Resources & Environment	NE003548	**Community Program - Togitogiga**	**A3** $8,214	**Niko Tome
"	NE003552	**Compound Cleaner - Togitogiga**	**A3** $8,214	**Siole Taugauli
"	NE003534	**Ring Weeding - Togitogiga**	**A3** $8,214	**Iosefo Oto
"	NE003361	**Senior Scientific Officer - Weather Forecasting**	**A13** $38,397	**Sepi Gafa
"	NE003706	**Office Assistant - Legal Services**	**A3** $8,214	**Florida Kruse
Justice & Courts Administration	JC002571	**Senior Matai Mediator & Registration Officer**	**A12** $34,438	**Taligi Nofoagatotoa
"	JC003405	**Senior Human Resource Officer**	**A12** $34,438	**Raeinah Fania
"	JC002566	**Senior Administration Officer**	**A12** $34,438	**Folole Chan Si Wong
Office of the Regulator	RG000017	**Senior IT Officer**	**A14** $42,358	**Sapakuka Matavao
Prime Minister & Cabinet	PM003660	**Office Assistant (Office of the CEO)**	**A4** $10,534	**Puletua Taumafai T

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

CONFIRMED APPOINTMENTS

Term Positions

Under Section 41 and 42 of the Public Service Act 2004

Ministry/Office	Vacancy Code	Position Title	Salary Grading (p.a max)	Appointee
Health	MHP22014	**District Medical Officer - Safotu DH**	**A19** $83,666	Derek Taylor

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	AG003492	**Assistant Records Officer**	**A5** $12,714	Loise Nimarota
Commerce, Industry & Labour	CL002465	**Investment Promotion Officer**	**A10** $27,559	Melina Solomona
"	CL002473	**Labour Inspector - Employment Permits**	**A10** $27,559	Fili Toaiga
Finance	FII003599	**Senior Budget Officer Monitoring**	**A14** $42,358	Faleupolu Leota

"	FI003137	**Senior Accounting Officer - Expenditure**	**A14** $42,358	Tesimale Meki Tua'i
"	FI003301	**Labourer Vaimea**	**A4** $10,534	Pisinisi Seiuli Utumoe
"	FI003113	**Lift Operator**	**A4** $10,534	Angelo Agatasi Ene
Foreign Affairs & Trade	FT002097	**Foreign Service Officer - IRD**	**A10** $27,559	Al Chu Ling
"	FT002089	**Foreign Service Officer - IRD**	**A10** $27,559	Sinamoni Sioape Faasau
Health	MH001476	**Senior Procurement Officer - Clinical**	**A12** $34,438	Uputausi Eteuati
"	MH001490	**OVT Administration Officer**	**A5** $12,714	Delia Tasi
"	MH001493	**Accounts Clerk**	**A5** $12,714	Veisina Ufagalilo
"	MH001651	**Medical Laboratory Technician**	**A10** $27,559	Janinee Vailolo
Justice & Courts Administration	JC003345	**Senior Supreme Court Officer**	**A12** $34,438	Junior Mavaeao
"	JC002597	**Senior Court Officer - Supreme Court**	**A12** $34,438	Isaako Tolo
Public Enterprises	PE000047	**Senior Performance Analyst**	**A12** $34,438	Ellantine Tavita Fonoti
Public Service Commission	PS003014	**Network and IT Specialist**	**A14** $42,358	Elekana Keni
Samoa Bureau of Statistics	BS001066	**Statistical Officer**	**A7** $17,934	Mafiti Logomapu
Women, Community & Social Development	WS003259	**Internal Affairs Officer - Upolu**	**A10** $27,559	Momoi Ah Loo
Works, Transport & Infrastructure	WI003027	**Senior Administration/Clerk Receptionist**	**A5** $12,714	Fuatia Salanoa

CONTRACT APPOINTMENT
Commencement Date: 19th February 2025

Ministry/Office	Vacancy Code	Position Title	Salary Grading (p.a max)	Appointee
Education & Culture		**Principal Faleata College**	$78,869	^^Iosefa Pu'a
"		**Vice Principal Faleata College**	$67,845	^^Malae Falefou

CONTRACT APPOINTMENT
Commencement Date: 21st February 2025

Education & Culture		**Vice Principal Palauli Sisifo College**	$50,378	^^Aiaraisa Pasefika
"		**Principal Satapuala Primary School**	$67,845	^^Leamanaia Seumanufagai

"		**Principal Falelima Primary School**	$50,378	^^Taualuga Tufuga Salevailolo
"		**Principal Lano Primary School**	$50,378	^^Leuelu Talisau
"		**Principal Samauga Primary School**	$58,304	^^Tausala Tuilaepa Manase
"		**Principal Sili Primary School**	$67,845	^^Vinepa Niniva
"		**Principal Taga Primary School**	$58,304	^^Agaalii Gafo
"		**Principal Tufutafoe Primary School**	$58,304	^^Ana Tanu
"		**Principal Vaipu'a/Fogasavaii Primary School**	$58,304	^^Sakiasi Tapuai

GENERAL NOTICES

Provisional Appointment Hold - Appeal Received

Ministry/Office	Vacancy Code	Position Title	Salary Grading (p.a max)
Health	MH001052	**Principal National Sexual & Reproductive Health**	**A16** $55,431

B. Public Sector/Other Agencies

VACANCIES

Contract Positions

Sector/Office	Vacancy Code	Position Title	Salary Grading (p.a max)	Deadline	Contact Details:
Central Bank of Samoa (CBS)	-	**Assistant Manager – Property & Procurement Department**	-	11-Mar-2025	**Human Resource Department** Ground Floor, CBS Building hr@cbs.gov.ws
Development Bank of Samoa	-	**Manager Corporate Services**	$94,624.39	28-Mar-2025	**Henrietta Wulf / Luuga Pinati** Development Bank of Samoa henriettaw@dbsamoa.ws / luugap@dbsamoa.ws
"	-	**Manager Management and Information Systems** (Previous applicants need not re-apply)	$94,624.39	28-Feb-2025	"
"	-	**Manager Finance**	$94,624.39	4-Apr-2025	"
Electric Power Corporation	-	**Senior Engineer Technical** Quality Assurance and Development	$87,027.00	4-Mar-2025	**HR Management** TATTE Building, SOGI matamuf@epc.ws or hisatakej@epc.ws website: www.epc.ws
Land Transport Authority	-	**Civil Engineer Maintenance & Construction (2)**	$72,447.02-$94,377.64	13-Mar-2025	**Human Resource email** hr@lta.gov.ws **or** www.lta.gov.ws
"	-	**Contract Engineer – ADB** (Previous applicants need to re-apply)	$72,447.02-$94,377.64	11-Mar-2025	"
"	-	**Manager Legal** (Previous applicants need not re-apply)	ACEO Level	17-Mar-2025	"

Legislative Assembly	-	**Parliamentary Legal Cousel** (Previous applicants need not re-apply)	$92,770.00	11-Mar-2025	**ISS Division** Maota Tofilau Eti Alesana, Mulinuu iss@palemene.ws
Samoa Airport Authority	-	**Senior Air Traffic Control Officer**	$34,438.00pa	7-Mar-2025	**HR Division** **Phone** 23201 ext 126 **email** enquiries-hr@saa.ws or **website**: www.samoaairports.com
"	-	**Senior Technical Officer**	$34,438.00pa	7-Mar-2025	"
Samoa Export Authority	-	**ACEO - Production, Productivity & Exports Development**	$94,624.00	3-Mar-2025	**Pouli Dr Keneti Faulalo** SEA Office. Vaitele-Tai. Apia p.k.faulalo@samoaexportauthority.gov.ws or kenetif@gmail.com
Samoa Ports Authority	-	**Assistant General Manager Maritime (Port Master)**	$94,624.00	28-Feb-2025	**Christina Puipuia** SPA Office christina@spasamoa.ws or website www.spasamoa.ws
Samoa Water Authority	MTPCAMD01	**Manager - Technical Project Coordination and Asset Management**	$94,624.00	28-Feb-2025	**Human Resource Division** 2nd Floor TATTE Building, hr@swa.gov.ws

Permanent Positions

Sector/Office	Vacancy Code	Position Title	Salary Grading (p.a max)	Deadline	Contact Details:
Attorney General	AT001794	**IT/Network Officer** (Previous applicants need not re-apply)	$27,559 - $30,896	12-Mar-2025	**Human Resource Section** TATTE Building, Level 6, Sogi HR@ag.gov.ws
"	-	**Principal Legal Secretary**	$55,431 – $71,363	28-Feb-2025	"
Electric Power Corporation	-	**Budget Officer**	$34,988-$41,669	3-Mar-2025	**HR Management** TATTE Building, SOGI tinais@epc.ws / matamuf@epc.ws
"	-	**Store Supervisor** Savaii	$24,002-$26,996	3-Mar-2025	"
"	-	**Store Assistant** Savaii	$14,945-$17,469	3-Mar-2025	"
"	-	**(5) Lineman Trainees** Savaii	$11,259-$14,030	3-Mar-2025	"
"	-	**Assistant System Controller**	$15,193-$17,395	3-Mar-2025	"
"	-	**Communication Officer (QA)** (Previous applicants need not re-apply)	$34,988-$41,669	3-Mar-2025	"
"	-	**Securities** Vaitele/Tanugamanono (Previous applicants need not re-apply)	$10,019.00	3-Mar-2025	"
"	-	**System Controller (Fuluasou)**	$25,065 - $35,161	10-Mar-2025	"
"	-	**Cleaner (Vaitele)**	$9,254 - $11,259	10-Mar-2025	"
"	-	**Driver (Savaii)**	$9,254 - $11,259	10-Mar-2025	"
"	-	**Budget/Asset Officer** (Previous applicants need not re-apply)	$28,084 - $33,627	10-Mar-2025	"
"	-	**Training and Safety Officer** (Previous applicants need not re-apply)	$34,988 - $41,669 p.a	10-Mar-2025	"

Land Transport Authority	-	**Principal Engineering Officer –ADB** (Re-advertisement)	$46,427.77-$72,601.93	3-Mar-2025	**Human Resource email** hr@lta.gov.ws **or** www.lta.gov.ws
"	-	**Training & Awareness Officer** (Re-advertisement)	$17,838.84-$28,545.89	3-Mar-2025	"
"	-	**Groundsman**	$13,581.71-$22,287.23	7-Mar-2025	"
Legislative Assembly	-	**Principal Policy Planning Officer** (Previous applicants need not re-apply)	$55,431.00	11-Mar-2025	**ISS Division** Maota Tofilau Eti Alesana, Mulinuu iss@palemene.ws
"	-	**Procedure Officer**	$27,559.00	11-Mar-2025	"
National Kidney Foundation of Samoa	-	**Driver**	$8,971.00	3-Mar-2025	**Main Office** Motootua Faia Moke-Nauer: fnauer@nkfs.ws or Fereita Simanu-Salani: fsimanu@nkfs.ws
"	-	**Cashier / Accounts Clerk**	$13,187.00	10-Mar-2025	"
Police, Prisons & Corrections	-	**Principal Legal Officer** (Previous applicants need not re-apply)	$55,432 - $64,502	3-Mar-2025	**HR Section** 22222 ext 1050 or 1054 email: hr@police.gov.ws website:samoapolice.ws/contact/vacancies/
"	-	**Assistant Carpenter** (Previous applicants need not re-apply)	$13,657 - $16,235	3-Mar-2025	"
"	-	**(3) Maintenance Officer** (Previous applicants need not re-apply)	$13,657 - $16,235	3-Mar-2025	"
"	-	**Legal Advisor**	$74,335 - $78,863	3-Mar-2025	"
Samoa Airport Authority	-	**Account Receivable**	$28,099.00pa	7-Mar-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 - SAVAII**	$25,000.00	7-Mar-2025	**SBH, Main Office** Le-Sanalele Complex andrew@samoabusinesshub.ws
Samoa Export Authority	-	**Principal Human Resources Officer** (Re-advertisement: Previous applicants need not re-apply	$55,431.00	3-Mar-2025	**Pouli Dr Keneti Faulalo** SEA Office. Vaitele-Tai. Apia p.k.faulalo@samoaexportauthority.gov.ws or kenetif@gmail.com
"	-	**Senior Agricultural Production & Productivity Officer**	$42,358.00	3-Mar-2025	"
"	-	**Strategic Communications Officer**	$33,449.00	3-Mar-2025	"
"	-	**ICT/Network Officer**	$33,449.00	3-Mar-2025	"
Samoa Fire & Emergency Services Authority	-	**Accounts/Administrative Clerk - CSD**	$15,147.00	7-Mar-2025	**Jubin Simanu / Fuatai Tiumalu** SFESA Building, jubin.simanu@sfesa.ws, fuatai.tiumalu@sfesa.ws
"	-	**Senior Station Officer Compliance - Fire Safety & NECC 911 Dept** (Re-advertisement: Previous applicants NEED NOT re-apply)	$38,397.00	7-Mar-2025	"
Samoa Life Assurance Corporation	-	**Principal Internal Auditor**	$47,428 - $75,709	12-Mar-2025	**Laisene Eperu** Samoa Life House, Corner Vaea leperu@samoalife.ws

Samoa International Finance Authority	-	**IT Officer Programmer**	-	7-Mar-2025	**Tagaloa Koroseta Lesatele** Level 6, DBS Building sifa@sifa.ws or call 66417/7566409
"	-	**Principal Legal Officer**	-	7-Mar-2025	"
"	-	**Samoa IBFC Junior Officer** (Business Development Unit)	-	7-Mar-2025	"
"	-	**Samoa IBFC Junior Officer** (Marketing Unit)	-	7-Mar-2025	"
"	-	**Transport Officer**	-	7-Mar-2025	"
Samoa Qualifications Authority	-	**Receptionist/Cashier**	A3 $19,146.00	28-Feb-2025	**SQA Office** TATTE Blding, Level 2 www@sqa.gov.ws
Unit Trust of Samoa (UTOS)	-	**Senior Investment Analyst**	$38,397 – 52,063	7-Mar-2025	**Fiaputa Lino-Toetu** Level 3, DBS Building fiaputa.lino-toetu@utos.ws or telephone 29916 & 26949

C. International/Regional Agencies

Peace Corps	-	**Language & Cultural Facilitators (LCF)**	-	7-Mar-2025

Candidates can obtain the full Statement of Work at the following link https://www.peacecorps.gov/samoa/about/contracts/ or by emailing ws-samoajobs@peacecorps.gov

D. Training/Scholarship Opportunities

AUSTRALIA AND SAMOA GOVERNMENT OVERSEAS SCHOLARSHIPSFOR 2026 INTAKE (INCLUDING DISTANCE & FLEXI LEARNING

Applications are invited from Samoan citizens for the 2026 Open Category Scholarships for Full Time On-Campus Studies and Part Time Distance and Flexible Learning (DFL). Studies are offered at institutions in Australia, the region and via DFL. Applicants must choose one mode of study i.e., DFL or On-campus. The awards are offered to citizens who are currently employed in the public or private sector and proposed study is a priority need for Samoa.

Eligibility:

1.Applicant must request a new course of study and not seek support for a course already commenced;
2.Applicant must be applying for an upgrade of their highest qualification;
3.Categories of Study: On Campus studies for Undergraduate and Postgraduate studies and DFL for Postgraduate Diploma and Master's only (Conditions apply)
4.Applicants wishing to apply for on-campus studies must apply online. The online portal is now open. Link for the online form: https://oasis.dfat.gov.au
5.Applicants wishing to apply for studies via Distance and Flexible Learning (DFL) should download forms from the PSC website at www.psc.gov.ws or uplift a form from the PSC Office, Level 2, Government Building.
6.Samoan citizens holding citizenship of any other developed country (including American Samoa/USA, Australia) are ineligible to apply for Australia funded Awards. These citizens are eligible to apply for the Government of Samoa DFL Awards
7.Must be currently employed and have worked in Samoa for more than 2 years;
8.Must be residing in Samoa / have resided for a minimum of 2 consecutive years at the time of application
9.Must sign a Government Scholarship Bond prior to departure for study;
10.Applicants must have a valid email address in order to receive notifications on the status of their applications.
11.Applications must include all the necessary attachments to be considered.
12.Please note that only shortlisted applicants will be contacted.

For further queries please contact:
Apia.scholarships@dfat.gov.au Human Resource Development Division, (PSC)
or phone +685-23411. OR CONTACT Tel: **+685-22123/22124**
Email: **scholarships@psc.gov.ws**

Deadline for completed ONLINE forms, 30 April 2025.

Deadline for completed DFL forms must be submitted to the Office of the Public Service Commission no later than 4:00 pm, 30 April 2025.

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**

CALL FOR APPLICAIONS: 2025 STRATEGIC NEEDS FELLOWSHIP AND 2025 OCEAN GOVERANCE FELOWSHIP FOR SIDS

The Division for Ocean Affairs and the Law of the Sea of the Office of Legal Affairs of the United Nations ("OLA/DOALAS", "the Division") is now accepting applications for the 2025 sessions of the Strategic Needs Fellowship and the Ocean Governance Fellowship for Small Island Developing States (SIDS Fellowship).

1.Strategic Needs Fellowship

The objective of this Fellowship is to assist developing States, particularly least developed countries (LDC), small island developing States (SIDS), and landlocked developing countries (LLDCs) in addressing strategically important and time-sensitive issues in ocean affairs and the law of the sea. This includes the implementation of the 1982 United Nations Convention on the Law of the Sea (UNCLOS), its implementing agreements, including the BBNJ Agreement, and related instruments, as well as Sustainable Development Goal (SDG) 14 and other related SDGs.

The Fellowship is scheduled to take place from early September to mid December 2025.

Eligibility criteria
This Fellowship is open to Government officials who hold positions in their Administrations relevant to ocean affairs and the law of the sea, and who have limited background in this field. The eligibility criteria can be found in the link https://www.un.org/oceancapacity/content/unnf-strategic-fellowship.

Candidates must complete the application package available for this Fellowship in the "Apply Now" section on the UN-Nippon Foundation Programmes website (https://www.un.org/oceancapacity/content/apply-now).

The deadline for submitting the complete application is 30 March 2025.

2.Ocean Governance Fellowship for SIDS

Tailored to address the special circumstances of SIDS, along with the diverse challenges, opportunities and needs across different regions, this Fellowship aims to increase the capacity of Government officials from SIDS to effectively implement ocean governance and international legal frameworks. In particular, this Fellowship aims to strengthen human capacity to support the development of ocean governance frameworks necessary to:
1. effectively implement UNCLOS, its implementing agreements, including the BBNJ Agreement, and related instruments;
2. tackle the triple planetary crisis (climate change, biodiversity loss, and pollution); and
3. implement the SDGs, especially SDG 14, with a focus on developing sustainable blue economies, addressing environmental impacts (particularly the devastating impacts of ocean plastic), building resilience to climate change, and giving consideration to gender aspects

The Fellowship is scheduled to take place from early September to mid December 2025.

This Fellowship is open to Government officials from SIDS who hold positions in their Administrations relevant to ocean affairs and the law of the sea, and who have limited background in this field. The eligibility criteria can be found in the link https://www.un.org/oceancapacity/content/unnf-ocean-governance-fellowship-sids.

Candidates must complete the application package available for this Fellowship in the "Apply Now" section on the UN-Nippon Foundation Programmes website (https://www.un.org/oceancapacity/content/apply-now).

The deadline for submitting the complete application is 30 March 2025

For more information on the United Nations-Nippon Foundation Capacity-Building Programmes, please visit: https://www.un.org/oceancapacity/UNNF

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

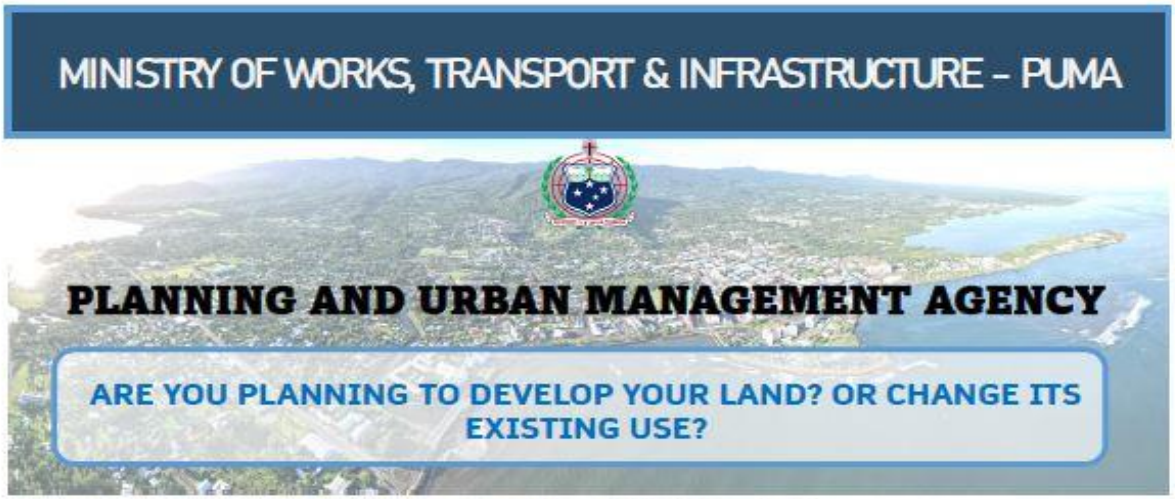
E fa'asilasila atu i le mamalu o le atunuu, tagata e onaina galuega ma tagata faigaluega, ina ia fa'amalosia le saogalemu i totonu o matagaluega a le Malo, o fa'alapotopotoga tūma'oti ma Pisinisi tūma'oti o Samoa, e tusa ma aiaiga ma ta'iala ole tulafono autū tau le Saogalemū ma le Soifua Maloloina 2002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

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