PUBLIC SERVICE OFFICIAL CIRCULAR

Issued weekly by the Public Service Commission *Issue 26/2025, 07th July 2025*

But you, O man of God, flee these things and pursue righteousness, godliness, faith, love, patience, gentleness.
1 Timothy 6:11

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
Commerce, Industry & Labour	CL002482	**ACEO Legal**	$94,624	1-Aug-2025
Education & Culture	EC000552	**Vice Principal Aana 1 College** **(Re-advertisement: Previous Applicants NEED TO re-apply)**	$46,158	18-Jul-2025
Public Service Commission	PS003018	**ACEO - Legal and Investigations**	$94,624	18-Jul-2025
Prime Minister & Cabinet	PM003262	**ACEO Cabinet Secretariat**	$94,624	11-Jul-2025
Women, Community & Social Development	WS002611	**ACEO Corporate Services**	$94,624	11-Jul-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	FIP24005	**Senior Training Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A14** $42,358	18-Jul-2025	**Alatoa Ama,** Level 4, CBS Building alatoa.ama@mof.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:
Agriculture & Fisheries	AG000719	**Driver** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A4** $10,534	18-Jul-2025	**Henrietta Mano,** TATTE Building, Level 4 henrietta.mano@maf.gov.ws
"	AG003368	**Fisheries Assistant (Salelologa)** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A4** $10,534	18-Jul-2025	"
"	AG003706	**Field Assistant (Asau)** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A4** $10,534	18-Jul-2025	"

Customs & Revenue	RE002463	**Assistant Collections Officer - LE** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A6** $15,147	18-Jul-2025	DBS Building, Level 4 hr@revenue.gov.ws **OR** www.revenue.gov.ws
Finance	FI003174	**Internal Audit Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A10** $27,559	18-Jul-2025	**Alatoa Ama,** Level 4, CBS Building alatoa.ama@mof.gov.ws
"	FI003255	**Investigation Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A10** $27,559	18-Jul-2025	"
"	FI003573	**Security Officer TATTE** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A4** $10,534	18-Jul-2025	"
Health	MH001391	**Senior Account Officer - MT2**	**A12** $34,438	18-Jul-2025	**Siaeauli Siaea** Motootua siaeauli.siaea@health.gov.ws
"	MH001440	**Assistant Leading Hand Electrician - MT2 Savaii**	**A5** $12,714	18-Jul-2025	"
"	MH001212	**Senior Water Technician Officer**	**A12** $34,438	18-Jul-2025	"
"	MH001826	**Senior Accountant Payable**	**A8** $21,086	18-Jul-2025	"
"	MH001497	**Account Payable Clerk**	**A5** $12,714	18-Jul-2025	"
"	MH001469	**Paramedic Trainee (Ambulance Driver)**	**A5** $12,714	18-Jul-2025	"
"	MH001601	**Driver - CSD**	**A4** $10,534	18-Jul-2025	"
"	MH001494	**Driver - CSU**	**A4** $10,534	18-Jul-2025	"
"	MH001268	**Office Assistant/Tea Lady**	**A4** $10,534	18-Jul-2025	"
"	MH001073	**Environment Health Officer - OH Chemical Control**	**A10** $27,559	18-Jul-2025	"
"	MH001038	**Nutritionist - Youth, Adults & Elderly**	**A8** $21,086	18-Jul-2025	"
"	MH001311	**Biomedical Technician**	**A8** $21,086	18-Jul-2025	"
"	MH001913	**Senior System Support Officer - Clinical**	**A12** $34,438	18-Jul-2025	"
"	MH001914	**Senior System Support Officer - Public Health**	**A12** $34,438	18-Jul-2025	"
"	MH001915	**Driver - CSU**	**A4** $10,534	18-Jul-2025	"

Prime Minister & Cabinet	PM003610	**Assistant Immigration Officer**	**A6** $15,147	18-Jul-2025	**Main Office** Level 4, Gov't Building hr@mpmc.gov.ws
Public Enterprises	PE000038	**Senior Performance Analyst** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A12** $34,438	18-Jul-2025	**Fuatino Vaiao Laumoli** Level 1, NPF Plaza fuatino.laumoli@mpe.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 - **18th July, 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	AG000938	**Nightwatchman (Salelologa)**	**A4** $10,534	**Talapani Aitui Tufuga
Commerce, Industry & Labour	CL002454	**Senior Inspector of Incorporated Societies**	**A12** $34,438	**Faauuga Neemia
"	CL002445	**Executive Assistant**	**A12** $34,438	**Marie Fuimaono
Education & Culture	EC001157	**Principal Systems Analyst**	**A16** $55,431	**Sialofi Mamea
Health	MH001849	**Biomedical Technician**	**A10** $27,559	**Sagato Tugia
"	MH001447	**Records Assistant**	**A4** $10,534	**Faatumu Sitivi
Natural Resources & Environment	NE002520	**Accounting Officer**	**A10** $27,559	**Tinimalieoaana Toetu Tosoni
Prime Minister & Cabinet	PM003644	**Senior Accounting Officer - Payable**	**A12** $34,438	**Roseanne Mosile

**** 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	AG003761	**Senior Crops Extension Officer**	**A13** $38,397	Shalom Faatonu
"	AG003762	**Senior Crops Extension Officer**	**A13** $38,397	Ioelu Iosefa
"	AG003743	**Fisheries Officer (Fish Market\Administration)**	**A10** $27,559	Manuia Tavita Tuasivi
Education & Culture	EC000142	**Senior Research & Policy Development Officer**	**A12** $34,438	Lynice Fesolai

"	EC000597	**School Library Assistant - Safata College**	**A5** $12,714	Miriama Atapana
"	EC000259	**School Library Assistant - Anoamaa College**	**A5** $12,714	Schwartz Pelenato
"	EC000932	**School Library Assistant - Falealili College**	**A5** $12,714	Talimalama Taua Timoteo
Health	MH001006	**Executive Assistant (CEO/DG)**	**A12** $34,438	Theresa Tumama
"	MH001254	**Geographic Information System Specialist**	**A16** $55,431	Menime Milikini
Natural Resources & Environment	NE003712	**Driver - Togitogiga**	**A3/Step 2** $8,593	Samasoni Robertson
"	NE000428	**Driver - Main Office**	**A3/Step 2** $8,593	Ielome Fu'a
"	NE003337	**Storeperson - East Savaii**	**A3/Step 2** $8,593	Miracle Reupena Matoka
"	NE003336	**Assistant Forestry - East Savaii**	**A4** $10,534	Mika Amosa
"	NE003513	**Ring Weeding - Maota**	**A3/Step 2** $8,593	Taumaloto Fale
"	NE003469	**Nursery - Asau**	**A3/Step 2** $8,593	Leitu Eteru
"	NE003518	**Nursery - Maota**	**A3/Step 2** $8,593	Taliiletai Latu
Public Service Commission	PS002966	**Records Assistant - CSD**	**A7** $17,934	Aukusitino Tovio
Samoa Bureau of Statistics	BS001147	**Principal Registration & Authentication Officer**	**A16** $55,431	Ernest Amosa

B. Public Sector/Other Agencies

VACANCIES

Contract Positions

Sector/Office	Vacancy Code	Position Title	Salary Grading (p.a max)	Deadline	Contact Details:
Electric Power Corporation	-	**Overseer Line Construction**	$72,946.00	18-Jul-2025	**HR Management** TATTE Building, SOGI matamuf@epc.ws or tinais@epc.ws
"	-	**Environment Officer**	$72,946.00	18-Jul-2025	"
"	-	**Senior System Network**	$72,946.00	18-Jul-2025	"
"	-	**Manager - Savaii Operation**	$94,625.00	18-Jul-2025	"
Public Trust Office	-	**Assistant Public Trustee** (Re-advertisement: Previous Applicants NEED NOT re-apply)	$94,624.00	25-Jul-2025	**Juvalein Lelevaga** Public Trust Office Building, Matafele ptrustee@publictrust.ws or elekana.pupi@publictrust.ws

Samoa Airport Authority		**Manager Aerodromes Services Department**	$94,624.00	1-Aug-2025	**HR Division** **Phone** 23201 ext 126 **email** enquiries-hr@saa.ws or **website**: www.samoaairports.com
Samoa Fire & Emergency Services Authority	-	**Assistant Commissioner - Intergrated Health Care Response**	$94,624.00	15-Aug-2025	**Petroceilli Lokeni** SFESA Building, petrocelli.lokeni@sfesa.ws
Samoa Business Hub		**Manager - Savaii**	$78,000.00	18-Jul-2025	**SBH, Main Office** Le-Sanalele Complex Phone: 22770 andrew@samoabusinesshub.ws
Samoa Water Authority	MSOD01	**Manager - Savaii Operations Division** (3 year contact)	$94,624.00	11-Jul-2025	**Human Resource Division** 2nd Floor TATTE Building, hr@swa.gov.ws
"	MWOD02	**Manager - Wastewater Operations Division** (3 year contact)	$94,624.00	11-Jul-2025	"
Scientific Research Organisation of Samoa	-	**Country Programme Officer - Agriculture Research Division**	$50,000.00 - $65,000.00 p.a	16-Jul-2025	**Samaauga Tauamiti** Nafanua, Papauta samaauga.tauamiti@sros.org.ws or website: www.sros.org.ws

Permanent Positions

Sector/Office	Vacancy Code	Position Title	Salary Grading (p.a max)	Deadline	Contact Details:
Development Bank of Samoa	-	**Senior Property Officer (Electrician)**	$38,288 - $58,867 p.a	16-Jul-2025	**Tiperia Talo** Development Bank of Samoa tiperiat@dbsamoa.ws
"	-	**Security Guard**	$8,320.00/$12,070 p.a	16-Jul-2025	"
Land Transport Authority	-	**Groundsman** (Re-advertisement: Previous Applicants NEED NOT re-apply)	$13,581.71-$22,287.23	9-Jul-2025	**Human Resource** **email** hr@lta.gov.ws **or** www.lta.gov.ws
"	-	**Engineering Officer – Contracts & Procurement** (Re-advertisement: Previous Applicants NEED NOT re-apply)	$23,128.73 - $28,545.89	14-Jul-2025	"
Police, Prisons & Corrections		**Assistant Records Officer**	$13,657 - $18,545	11-Jul-2025	**HRM Section** 22222 ext 1050 or 1054 email: hr@police.gov.ws
"		**Finance Officer - Procurement & Payment** (Re-advertisement: Previous Applicants NEED NOT re-apply)	$21,087 - $23,199	11-Jul-2025	"
Public Trust Office	-	**IT Officer** (Re-advertisement: Previous Applicants NEED TO re-apply)	$27,559.00 - $30,.063.00	25-Jul-2025	**Juvalein Lelevaga** Public Trust Office Building, Matafele ptrustee@publictrust.ws or elekana.pupi@publictrust.ws
Samoa Fire & Emergency Services Authority	-	**Station Office Compliance**	$34,438.00	10-Jul-2025	**Jubin Simanu / Fuatai Tiumalu** SFESA Building, jubin.simanu@sfesa.ws, fuatai.tiumalui@sfesa.ws
"	-	**Qualified Awareness Officer**	$27,559.00	10-Jul-2025	"
"	-	**Qualified Compliance Officer**	$27,559.00	10-Jul-2025	"
"	-	**Senior Fire Fighter**	$24,610.00	10-Jul-2025	"
"	-	**Senior Station Officer (2)**	$38,397.00	10-Jul-2025	"

Samoa Business Hub		**Business Advisor - Upolu**	$25,000.00p.a	25-Jul-2025	**SBH, Main Office** Le-Sanalele Complex Phone: 22770 andrew@samoabusinesshub.ws

C. International/Regional Agencies

Details about the positions and application process: https://www.ffa.int/jobs/director-fisheries-operation/				
Samoa Australia Tautai		**Technical Adviser- Policy instructions to Inform Legislative Amendments to the Statistics Act 2015**	-	9-Jul-2025
Contact Details: recruitment@TautaiPartnership.org				
Pacific Islands Forum Secretariat		**Engagement Officer- Regional Governance**	-	11-Jul-2025
"		**Political Governance Officer**	-	11-Jul-2025
Interested applicants are encouraged to apply through the PIFS website: www.forumsec.org				
Pacific Community (SPC)		**Project Implementation Officer - Kiribati Island Water & Energy Projects** Kiribati Based	-	14-Jul-2025
"		**Monitoring, Evaluation and Learning Advisor** Noumea Based	-	14-Jul-2025
"		**Translator-Reviser (French)** Noumea Based	-	20-Jul-2025
"		**Project Manager - Organic, Learning Farms Network** Suvai Based	-	14-Jul-2025
"		**Digital Transformation Manager** Noumea or Suva Based	-	27-Jul-2025
"		**Financial Controller** Noumea Based	-	27-Jul-2025
Applicants must apply online at http://careers.spc.int/				
Secretariat of the Pacific Regional Environment Programme (SPREP)		**Tender- Anti-Discrimination and Harassment Policy Review and Development of a SPREP Sexual Exploitation, Abuse and Haraasment (SEAH) Policy** (Re-advertisement)	-	11-Jul-2025
"		**Tender- Review and Update the Pacific Islands Meteorological Strategy (2017-2026)**	-	23-Jul-2025
* Job Descriptions and Application Forms can be downloaded from the SPREP website: https://www.sprep.org/careers				

E. Public Notices

Ministry of Communication & Information Technology

Accident Compensation Corporation

Ministry of Health

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

PUBLIC NOTICE

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

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

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

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

FA'ASILASILAGA FA'ALAUA'ITELE

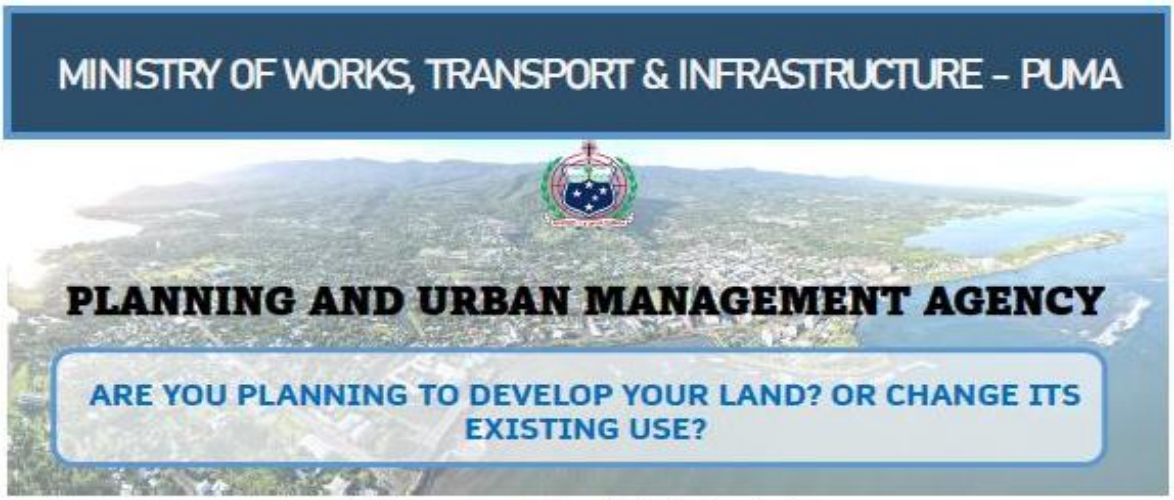
E fa'asilasila atu i le mamalu o le atunuu, tagata e onaina galuega ma tagata faigaluega, ina ia fa'amalosia le saogalemu i totonu o matagaluega a le Malo, o fa'alapotopotoga tūma'oti ma Pisinisi tūma'oti o Samoa, e tusa ma aiaiga ma ta'iala ole tulafono autū tau le Saogalemū ma le Soifua Maloloina 2002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

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

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

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

Ministry of Works, Transport & Infrastructure - PUMA



Have you considered the following?

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

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

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

Ministry of Women, Community & Social Development

Samoa Qualifications Authority

Ministry of Agriculture & Fisheries

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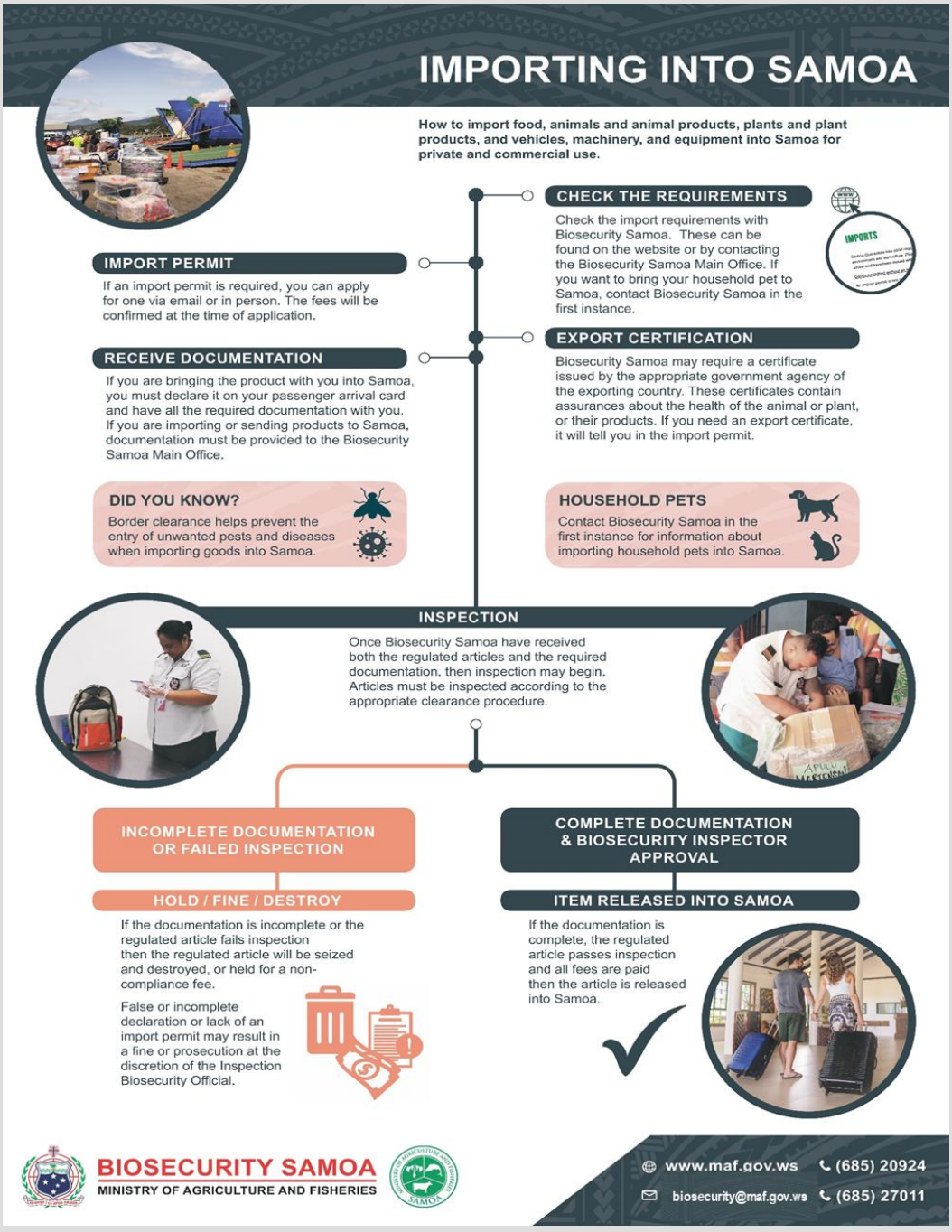
Biosecurity Samoa



EXPORTING FROM SAMOA

COMMERCIAL

How to export goods to sell overseas, including fresh and frozen products and handicrafts.

FARM REGISTRATION
Agricultural products for export must be sourced from a registered farm. Contact the MAF Crops Division to register your farm.

EXPORT LICENCE
All commercial exporters must hold a valid export licence for each country they export to. Apply for an export licence via email (info@maf.gov.ws) or in person at the Biosecurity Division main office (Beach Rd, Matautu-tai).

PRE-EXPORT TREATMENT AND INSPECTION
Some goods may need treatment and inspection before leaving Samoa. The required treatment will depend on the destination country.

CERTIFICATION
Some goods may require certification before leaving Samoa. The certification requirements will depend on the destination country.

SECURELY STORE THE ITEMS UNTIL EXPORT
Once certified, goods must be stored in a manner to prevent reinfestation until export.

EXPORT

PRIVATE

How to take goods overseas for private use.

PLANT PRODUCTS
Ie toga, handicrafts, fresh produce.

CHECK COUNTRY REQUIREMENTS WITH BIOSECURITY SAMOA
There are certain requirements that must be met to take goods to other countries. The requirements will depend on the country the goods are being taken to.

TREATMENT AND INSPECTION
Some goods may need treatment and inspection before leaving Samoa. The required treatment will depend on the destination country.

CERTIFICATION
Some goods may require certification before leaving Samoa. The certification requirements will depend on the destination country.

EXPORT

ANIMALS AND ANIMAL PRODUCTS
Household pets, reef fish, fresh meat to American Samoa, canned sausages.

CHECK COUNTRY REQUIREMENTS WITH BIOSECURITY SAMOA
There are certain requirements that must be met to take goods to other countries. The requirements will depend on the country the goods are being taken to.

HOUSEHOLD PETS
- Check if your pet needs to be microchipped.
- Ensure your pet meets all of the import requirements set by the destination country. Each destination country has different requirements.
- Use a pet transporter.
- Ensure necessary documentation is completed correctly.
- Check whether you require an animal welfare certificate from a government veterinarian.
- Get an export certificate from a government veterinarian.
- If you are planning to bring your pet back to Samoa, check the requirements for bringing household pets to Samoa before you leave.

www.maf.gov.ws (685) 20924
biosecurity@maf.gov.ws (685) 27011

BIOSECURITY SAMOA
MINISTRY OF AGRICULTURE AND FISHERIES