PUBLIC SERVICE OFFICIAL CIRCULAR

Issued weekly by the Public Service Commission *Issue 28/2025, 21st July 2025*

He brought them out of darkness and the shadow of death, and broke their chains in pieces.
Psalm 107:14

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	CL002480	**ACEO Legal**	$94,624	1-Aug-2025
Education & Culture	EC001141	**School Inspector – Aana 2 District**	$55,431	18-Aug-2025
"	EC001201	**School Inspector – Faasaleleaga 2**	$55,431	18-Aug-2025
"	EC001093	**Team Leader Secondary - Quality Assurance**	$67,845	8-Aug-2025
"	EC001090	**Team Leader Primary - Quality Assurance**	$67,845	8-Aug-2025
Foreign Affairs & Trade	FT001791	**ACEO Trade**	$94,624	18-Aug-2025
Health	MH001083	**ACEO Legal** **(Re-advertisement: Previous Applicants NEED NOT re-apply)**	$94,624	25-Jul-2025
Public Enterprises	PE000003	**ACEO Commercial Entities Monitoring**	$94,624	8-Aug-2025

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

Public Service Commission,
Level 2, FMFM II Building
Matagialalua

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

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

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

Permanent Positions

Under Section 34 of the Public Service Act 2004

MInistry/Office	Vacancy Code	Position Title	Salary Grading (p.a max)	Deadline	Contact Details:
Commerce, Industry & Labour	CL002392	**Inspector (Companies & Cooperative Societies)** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A8** $21,086	1-Aug-2025	**HR & Admin** Level 4, ACC Building mcilhr@mcil.gov.ws
"	CL002464	**Investment Promotion Officer**	**A8** $21,086	1-Aug-2025	"
Customs & Revenue	RE000316	**Driver** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A4** $10,534	1-Aug-2025	DBS Building, Level 4 hr@revenue.gov.ws **OR** www.revenue.gov.ws

Education & Culture	EC001204	**Principal Research & Policy Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A16** $55,431	1-Aug-2025	**Matagitausulu L. Kuresa,** Malifa Compound m.kuresa@mesc.gov.ws
"	EC001213	**Nightwatchman** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A4** $10,534	1-Aug-2025	"
Foreign Affairs & Trade	FT002160	**Principal Foreign Service Officer - PSD**	**A16** $55,431	1-Aug-2025	**Sarona Tanielu - Tomane** Level 3, Govt Building sarona.tomane@mfat.gov.ws
"	FT002161	**Senior Foreign Service Officer - PSD**	**A12** $34,438	1-Aug-2025	"
"	FT002084	**Executive Assistant to CEO** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A12** $34,438	1-Aug-2025	"
"	FT002103	**Principal IT Analyst - Policy, Systems & Database** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A16** $55,431	1-Aug-2025	"
Justice & Courts Administration	JC003298	**Assistant Accounts Officer**	**A5** $12,714	1-Aug-2025	**Raeinah Fania** Mulinuu raeinah.fania@mjca.gov.ws
Natural Resources & Environment	NE003322	**Forest Assistant - North Upolu**	**A4** $10,534	1-Aug-2025	**Lua Faagu Asi-Tua** TATTE Building, Level 3 lua.tua@mnre.gov.ws or admin@mnre.gov.ws
"	NE002556	**Field Assistant - West Savaii**	**A3/2** $8,593	1-Aug-2025	"
"	NE003738	**Ring Weeding - Vailima**	**A4** $10,534	1-Aug-2025	"
"	NE003545	**Labourer - Togitogiga**	**A3/2** $8,593	1-Aug-2025	"
"	NE003732	**Senior Revenue Officer**	**A12** $34,438	1-Aug-2025	"
Regulator	RG000027	**Complaints Evaluation & Service Improvement Analyst**	**A16** $55,431	1-Aug-2025	**HR** MKR Building Savalalo humanresources@regulator.gov.ws
Prime Minister & Cabinet	PM002603	**Bilingual Reporter - Savali** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A8** $21,086	1-Aug-2025	**Main Office** Level 4, Gov't Building hr@mpmc.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 - **1st August, 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	AG003673	**Driver - Quarantine**	**A3/2** $8,593	**Tolusina Lotufaafetai
"	AG003268	**Biosecurity Officer - Border**	**A10** $27,559	**Samuelu Lafi
Customs & Revenue	RE002590	**Driver**	**A3/2** $8,593	**Ololua Faanoi Simanu

"	RE002402	**Driver**	**A3/2** $8,593	**Patelesio Taateo
"	RE002578	**Assistant Accounts & Administration Officer**	**A6** $15,147	**Atua Taualoa
"	RE002441	**Investigations Officer - Level 2**	**A10** $27,559	**Zora Mainifo
"	RE002481	**Customer Services Officer - Les**	**A8** $21,086	**Mose Ilalio
"	RE002482	**Assistant Customer Services Officer - Les**	**A6** $15,147	**Tuusao Iose
Justice & Courts Administration	JC003369	**CRO - Digitization**	**A5** $12,714	**Seresa Charly
Natural Resources & Environment	NE003374	**Scientific Officer - Geophysics**	**A10** $27,559	**Adriel Une
"	NE003388	**Assistant Administration Officer - MET**	**A3/2** $8,593	**Niueni Tevaga
"	NE003303	**Terrestrial Biodiversity Conservation Officer**	**A10** $27,559	**Alfred Peters
"	NE003452	**Groundsman - Taumeasina**	**A3/2** $8,593	**Sivao Fotumanaia
"	NE000419	**Weed Eater Foreman**	**A3/2** $8,593	**Margaret Faleupolu Solomona
"	NE000773	**Weed Eater - Fuluasou**	**A3/2** $8,593	**Tausala Nickel
Samoa Bureau of Statistics	BS001074	**Senior Registry Officer - BDM Office Savaii**	**A12** $34,438	**Ofeira Gloryette Tooala
Samoa Law Reform Commission	LC000021	**Senior Human Resource Officer**	**A12** $34,438	**Iliafi Mavaega
Works, Transport & Infrastructure	WI003131	**Senior Sustainable Development Officer**	**A13** $38,397	**Sandy Afamasaga

**** 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	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

B. Public Sector/Other Agencies

VACANCIES

Contract Positions

Special Advertisement

Sector/Office	Vacancy Code	Position Title	Salary Grading (p.a max)	Deadline	Contact Details:
Samoa Chamber of Commerce	-	**CHIEF EXECUTIVE OFFICER**	$102,000	25-Jul-2025	**Main Office** Le-Sanalele Complex samoachamberofcommerce@gmail.com or call 31090
Sector/Office	**Vacancy Code**	**Position Title**	**Salary Grading (p.a max)**	**Deadline**	**Contact Details:**
Development Bank of Samoa	-	**Manager – Legal Division**	$94,624.42	20-Aug-2025	**Henrietta Wulf** Development Bank of Samoa henriettaw@dbsamoa.ws
Electric Power Corporation		**Senior System Analyst** (Re-advertisement: Previous Applicants NEED NOT re-apply)	$72,946.00	4-Aug-2025	**HR Management** TATTE Building, SOGI matamuf@epc.ws or tinais@epc.ws
"		**Overseer Line Construction** (Re-advertisement: Previous Applicants NEED NOT re-apply)	$72,946.00	4-Aug-2025	"
National University of Samoa		**Lecturer Grade 1: English** (Re-advertisement: Previous Applicants NEED NOT re-apply)	$59,524pa - $70,864 p.a	1-Aug-2025	**HR Section** NUS, Main Office hr@nus.edu.ws or www.nus.edu.ws
"		**Senior Lecturer: School of Medicine** (Re-advertisement: Previous Applicants NEED NOT re-apply)	$72,773pa – $88,406 p.a	1-Aug-2025	"
"		**Coordinator / Bachelor of Health Science Project** (Re-advertisement: Previous Applicants NEED NOT re-apply)	$72,773pa – $88,406 p.a	1-Aug-2025	"
"		**Lecturer Grade 2: School of Medicine**	$94,624 - $100,386.25 p.a	1-Aug-2025	"
"		**Head of School: School of Nursing**	$90,660 - $92,663 p.a	1-Aug-2025	"
"		**Senior Lecturer: Inclusive Education** (Re-advertisement)	$72,773pa – $88,406 p.a	1-Aug-2025	"
"		**Lecturer Grade 3: Chemistry**	$40,288pa - $51,0236 p.a	1-Aug-2025	"

"		**Lecturer Grade 1 / 2 or 3: Chemistry**	Grade 1: $59,524pa - $70,864pa Grade 2: $52,366pa - $57,398pa Grade 3: $40,288pa - $51,023pa	1-Aug-2025	"
"		**Lecturer Grade 3: Chemistry**	$40,288pa - $51,023 p.a	1-Aug-2025	"
"		**Lecturer Grade 3: Nautical**	$40,288pa - $51,023 p.a	1-Aug-2025	"
"		**Director Quality Programmes and Services Uni**	$94,624pa - $100,538 p.a	1-Aug-2025	"
"		**Assistant University Librarian (Oceanside)**	$90,660 - $92,663 p.a	1-Aug-2025	"
"		**Team Leader: Systems Administrator**	$59,524pa - $70,864 p.a	1-Aug-2025	"
"		**Website Content Administrator**	$52,366pa - $57,398 p.a	1-Aug-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 Fire & Emergency Services Authority		**Assistant Commissioner: Fire Safety and Fire Preventions**	$94,624.00	15-Aug-2025	**Petroceilli Lokeni** SFESA Building, petrocelli.lokeni@sfesa.ws
"		**Assistant Commissioner: Integrated Health Care Response**	$94,624.00	15-Aug-2025	"
Samoa Water Authority	MSOD01	**Manager** Savaii Operations Division (Re-advertisement)	$94,624.00	31-Jul-2025	**Human Resource Division** 2nd Floor TATTE Building, hr@swa.gov.ws
"	EPDTPCAMD02	**Engineer - Planning & Design** (Re-advertisement)	$73,388 - $90,472	31-Jul-2025	"
"	PLOOMD	**Principal Legal Officer**	$73,388.00	31-Jul-2025	"

Permanent Positions

Sector/Office	Vacancy Code	Position Title	Salary Grading (p.a max)	Deadline	Contact Details:
Central Bank of Samoa (CBS)		**Records Clerk**	$13,445.00	4-Aug-2025	**Human Resource Department** Ground Floor, CBS Building hr@cbs.gov.ws
"		**Assistant Currency Services Officer**	$13,445.00	4-Aug-2025	"
Gambling Control Authority	-	**(3) Sales Officers**	-	30-Jul-2025	**GCA Office** Apia Main Office info@gca.gov.ws
Electric Power Corporation	-	**(2) Cashiers**	$18,162.00	4-Aug-2025	**HR Management** TATTE Building, SOGI matamuf@epc.ws or tinais@epc.ws
"		**(2) Plant Operator Trainee (Savaii)**	$11,259.00	4-Aug-2025	"
"	-	**Network - Administrator (ICT)**	$52,235.00	25-Jul-2025	"

"	-	**Database Engineer - Programmer (ICT)**	$52,235.00	25-Jul-2025	"
Legislative Assembly	-	**Principal Facilities Officer**	$55,431.00	28-Jul-2025	**ISS Division** Maota Tofilau Eti Alesana, Mulinuu iss@palemene.ws
"	-	**Handsard Sub Editor (2)**	$27,559.00	28-Jul-2025	"
"	-	**English Hansard Sub Editor**	$27,559.00	28-Jul-2025	"
"	-	**Library Traniee**	$17,934.00	28-Jul-2025	"
"	-	**Driver/Support Staff**	$15,147.00	28-Jul-2025	"
National University of Samoa		**Lecturer Grade 3: Accounting & Economics** (Re-advertisement: Previous Applicants NEED NOT re-apply)	$40,288pa - $51,027 p.a	1-Aug-2025	**HR Section** NUS, Main Office hr@nus.edu.ws or www.nus.edu.ws
"		**Team Leader: Grounds, Maintenance and Landscaping**	$28,392pa - $36,417 p.a	1-Aug-2025	"
"		**Helpdesk Administrator**	$14,601pa - $20,382 p.a	1-Aug-2025	"
"		**Audio Visual Assistant**	$14,601pa - $20,382 p.a	1-Aug-2025	"
"		**Library Assistant (2)**	$14,601pa - $20,382 p.a	1-Aug-2025	"
New Zealand High Commission	-	**Policy Adviser**	$60,457 - $81,795	7-Aug-2025	**Mary Hughes** New Zealand High Commission Building, mary.hughes@mfat.govt.nz
Police, Prisons & Corrections	-	**Administration & Accounts Officer**	$27,559 - $30,063	25-Jul-2025	**HR Section** 22222 ext 1050 or 1054 email: hr@police.gov.ws website:samoapolice.ws/contact/vacancies/
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 Airport Authority	-	**IT Officer**	GR 5 $21,587/$27,112	25-Jul-2025	**Melissa Ah-Keni** **Phone** 23201 ext 126 **email** enquiries-hr@saa.ws or **website**: www.samoaairports.com
Samoa International Finance Authority	-	**Junior Compliance Officer**	-	25-Jul-2025	**Moana Ah Poe** Level 6, DBS Building sifa@sifa.ws or call 66407/7571490
"	-	**Samoa IBFC Junior Officer**	-	25-Jul-2025	"
Samoa Life Assurance Corporation		**Principal Internal Auditor**	$47,428 - $75,709	6-Aug-2025	**Laisene Eperu** Samoa Life House, Corner Vaea leperu@samoalife.ws
Samoa Business Hub	-	**Business Advisor - Upolu**	$25,000.00p.a	25-Jul-2025	**SBH, Main Office** Le-Sanalele Complex Phone: 22770 andrew@samoabusinesshub.ws
Samoa Qualifications Authority		**Prinicpal Qualifications Officer**	$58,193.00	31-Jul-2025	**SQA Office** TATTE Blding, Level 2 www@sqa.gov.ws
Samoa Water Authority	AOOMD03	**Audit Officer**	$27,109.00	31-Jul-2025	**Human Resource Division** 2nd Floor TATTE Building, hr@swa.gov.ws

"	TPOPSOP04	**Treatment Plant Operator – Palauli**	$27,109.00	31-Jul-2025	"

C. International/Regional Agencies

Food & Agriculture Organization Of The United Nations		**Programme Officer**	-	5-Aug-2025
Details about the positions and how to apply can be accessed from the following link: https://jobs.fao.org/careersection/fao_external/jobdetail.ftl?job=2501671&tz=GMT%2B02%3A00&tzname=Europe%2FRome				
Pacific Islands Forum Fisheries Agency		**Legal Counsel** (Re-advertisement)		5-Aug-2025
Details about the positions and how to apply can be accessed from the following link: https://www.ffa.int/jobs/legal-counsel-re-advertised-3/				
"	-	**Fisheries Management Advisor 3**	-	4-Aug-2025
Details about the positions and how to apply can be accessed from the following link: https://www.ffa.int/jobs/fisheries-management-advisor-3/				
"	-	**Surveillance Operations Officer 1**	-	4-Aug-2025
Details about the positions and how to apply can be accessed from the following link: https://www.ffa.int/jobs/surveillance-operations-officer-1-soo1/				
Samoa Australia Tautai		**Law and Justice Adviser**	-	25-Jul-2025
* Job Descriptions and Application Forms can be downloaded from the SPREP website: recruitment@TautaiPartnership.org				
Samoa Australia Tautua		**Team Leader, Tautua**	-	6-Aug-2025
"		**Community Technical Lead**	-	27-Jul-2025
Please visit https://www.tautuapartnership.ws/vacancies for the full Terms of Reference (TOR).				
Secretariat of the Pacific Regional Environment Programme (SPREP)		**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				

D. Training/Scholarship Opportunities

Massey University International Virtual Open Day – 31 July 2025

Massey University's upcoming International Virtual Open Day is on **Thursday, 31st July 2025.**

Event Details:
Date: Thursday, 31 July 2025
Time: 4:00 PM – 7:00 PM NZST
Location: Online – join from anywhere in the world
https://events.massey.ac.nz/open-days-2025/international-virtual-open-day/?utm_campaign=IntMktg-INTMKTG-OPENDAY-2025&utm_source=CRM&utm_id=International-Virtual-Open-Day&utm_content=International&utm_controltag=INTMKTG-OPENDAY-2025-INVITE-EDM1

During our virtual session, students will have the chance to:

- Visit consultation rooms and speak directly with our academics and support staff
- Hear from current students about their study experiences
- Learn about each of our campuses and the range of qualifications available
- Get detailed information on how to apply, scholarships, accommodation, and the support services available for international students

Ireland – SIDS Fellows Program 2026/2027

Want to study in Ireland for the 2026-2027 academic year?

The Ireland-SIDS Fellows Programme is now open for applications and offers professionals from eligible Pacific Island countries a one-year master's level qualification in Ireland.

For full eligibility criteria and more information, visit: https://www.irishaidfellowships.ie/strands/ireland-sids-fellows-programme.html

Application deadline is 25 July 2025.

E. Public Notices

Advertisement of Vacant Director Positions on Public Body Boards

Advertisement of Fourteen (14) vacant Director positions on the Boards of ten (10) Public Bodies.

1. Accident Compensation Corporation (ACC) - 1 vacancy
2. Development Bank of Samoa (DBS) - 3 vacancy
3. Gambling Control Authority (GCA) - 3 vacancy
4. Land Transport Authority (LTA) - 1 vacancy
5. Samoa Housing Corportaion (SHC) - 1 vacancy
6. Samoa National Provident Fund (SNPF) - 1 vacancy
7. Samoa Ports Authority (SPA) - 1 vacancy
8. Sciencetific Research Organization of Samoa (SROS) - 1 vacancy
9. Samoa Shipping Corporation (SSC) - 1 vacancy
10. Samoa Water Authority (SWA) - 1 vacancy

Address all applications to the Chair of the Independent Selection Committee, Ministry for the Public Enteprises, Private Mail Bag, Level 1 NPF Plaza.
Applications close on **Wednesday 6th Augustr 2025, 4pm.**
Please contact Faamatapili Kamilo Kelemete (kamilo.kelemete@mpe.gov.ws) of our office for the relevant application documents or download from the Ministry's website (www.mpe.gov.ws)

Ministry of Communication & Information Technology

Accident Compensation Corporation

Ministry of Health

YOU CAN DO IT!
BENEFITS FOR WORKPLACE
Employees will spend more time at work because their babies will not get sick as often.
Employees will be able to concentrate and worry less about sick babies and finding milk.
Hiring and Training costs will be reduced because skilled workers who breastfeed will be less likely to resign.
Employees will be more productive with better work outcomes
IMPROVE PRODUCTIVITY
PROVIDE SUPPORT FOR BREASTFEEDING EMPLOYEES
THE Magic OF Breastmilk
made by you, specifically for your baby
COLOSTRUM
1 - 3 DAYS
AVERAGE
30mls in 24 hours
Rich colour as it's packed with nutrients.
Produced in small amounts.
High in antibodies, especially IgA.
Prepares and lines baby's stomach for digestion.
Helps to prevent jaundice.
High in growth factors.
Especially important for premature and sick babies.
TRANSITIONAL
3 - 14 DAYS
AVERAGE
500mls Daily
Milk becomes lighter and "thinner".
High in antibodies , live cells, good bacteria to help protect baby from diseases.
Becomes higher in energy, fat and lactose (natural sugar) good for rapidly growing newborn.
Contains essential active enzymes and hormones.
Important time for establishing milk supply.
Changes in ingredients and amount to match baby's growing needs.
Unrestricted feeding schedules are very important for establishing your milk supply.
MATURE MILK
14 DAYS - 2 YEARS
RANGES FROM
550 - 1150mls Daily
Becomes sweeter, higher in fat and vitamins.
Immunoglobulins increase if amount decreases.
Is highest in fat at the end of each feed.
Meets ALL baby's needs for 6 months with benefits continuing lifelong.
Rich in protein, lactose, vitamins, minerals antibodies and live cells to support baby's healthy growth and development.
Adapted from: www.loanz.org
MINISTRY OF HEALTH-NUTRITION SECTION © 2021
Breastmilk is Best for Baby
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

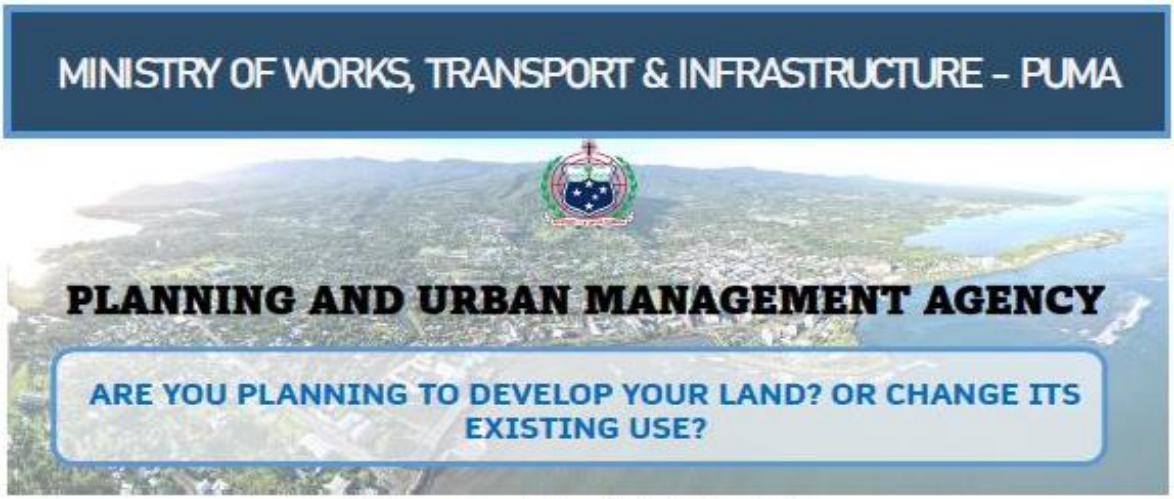
E fa'asilasila atu i le mamalu o le atunuu, tagata e onaina galuega ma tagata faigaluega, ina ia fa'amalosia le saogalemu i totonu o matagaluega a le Malo, o fa'alapotopotoga tūma'oti ma Pisinisi tūma'oti o Samoa, e tusa ma aiaiga ma ta'iala ole tulafono autū tau le Saogalemū ma le Soifua Maloloina 2002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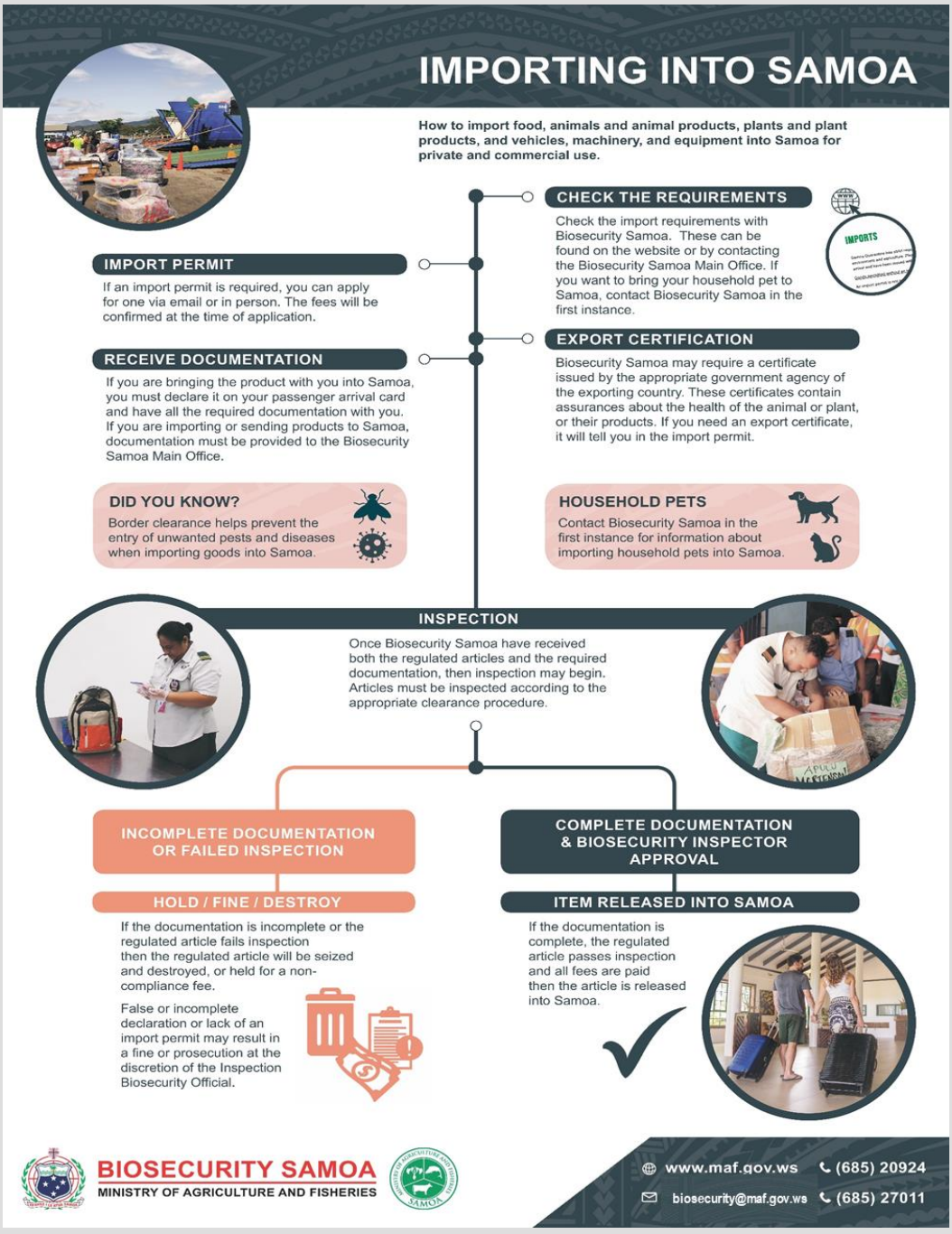
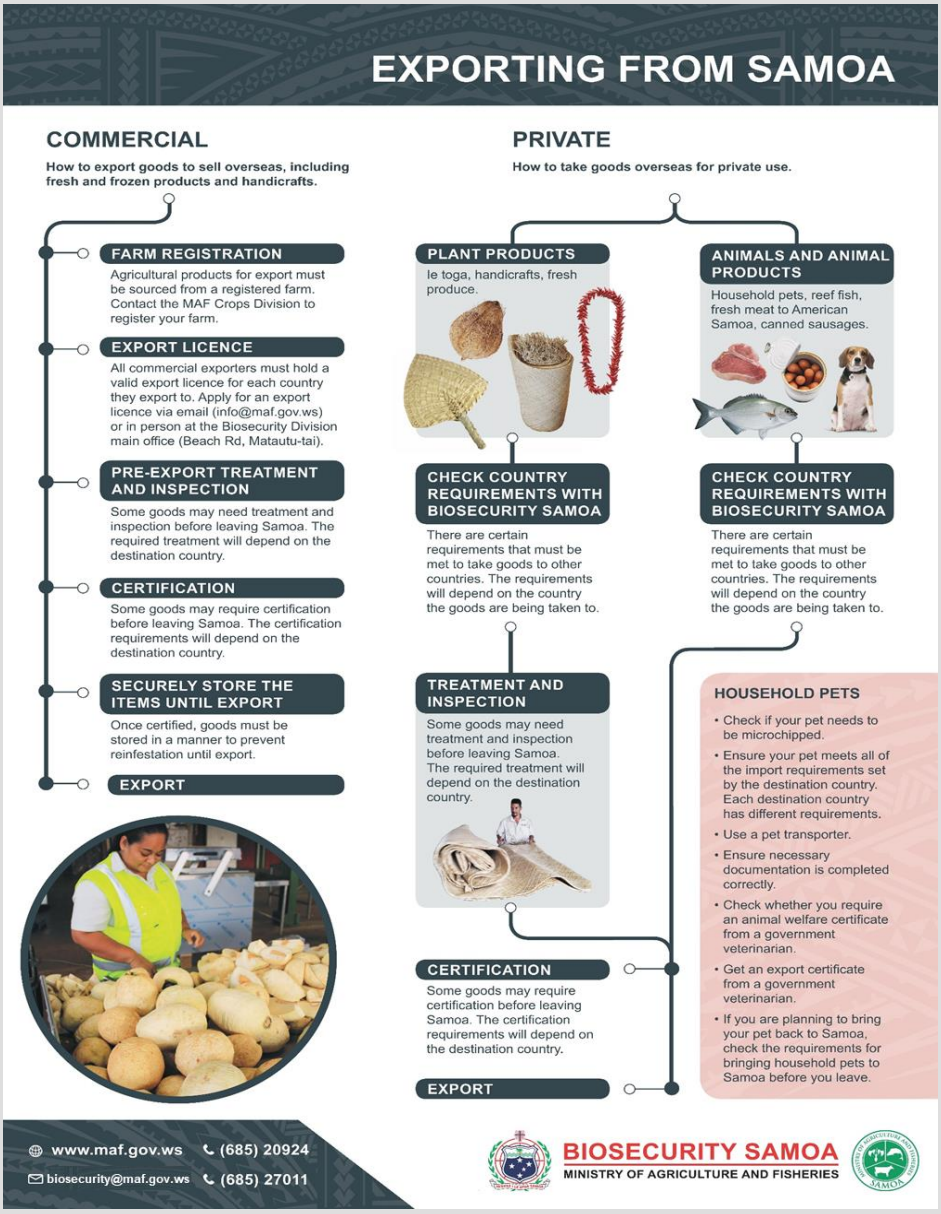
Biosecurity Samoa




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.
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.
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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.
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.
CERTIFICATION
Some goods may require certification before leaving Samoa. The certification requirements will depend on the destination country.
EXPORT
www.maf.gov.ws
(685) 20924
biosecurity@maf.gov.ws
(685) 27011
BIOSECURITY SAMOA
MINISTRY OF AGRICULTURE AND FISHERIES