PUBLIC SERVICE OFFICIAL CIRCULAR

Issued weekly by the Public Service Commission *Issue 48/2025, 12th December 2025*

You are already clean because of the word which I have spoken to you.
John 15:3

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
Customs & Revenue	RE002339	**ACEO Risk & Compliance**	$94,624	26-Jan-2026
Finance	FI003500	**ACEO Public Finance Management**	$94,624	26-Jan-2026
Lands & Survey	LS000007	**ACEO Legal Services** **(Re-advertisement: Previous Applicants NEED NOT TO re-apply)**	$94,624	19-Jan-2026
Public Service Commission	PS002693	**Assistant Secretary - Public Service, Policy, Performance and Ethics**	$94,624	18-Dec-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:
Communications & Information Technology	CT002761	**Principal News Editor**	**A16** $55,431	12-Jan-2026	**HR** Level 6, TATTE Building hr-info@mcit.gov.ws
"	CT002762	**Principal TV Producer**	**A16** $55,431	12-Jan-2026	"
Foreign Affairs & Trade	FT002076	**Senior Accounts & Administration Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A12** $34,438	12-Jan-2026	**Sarona Tanielu - Tomane** Level 3, Govt Building sarona.tomane@mfat.gov.ws
"	FT002084	**Executive Assistant to CEO** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A12** $34,438	12-Jan-2026	"
"	FT002149	**Senior Information Technology/Data Officer**	**A12** $34,438	12-Jan-2026	"
Healh	MH001251	**Principal Public Lab Technician**	**A16** $55,431	12-Jan-2026	**Siaeauli Siaea** Motootua siaeauli.siaea@health.gov.ws

Prime Minister & Cabinet	PM003291	**Senior Human Resource Officer**	**A12** $34,438	12-Jan-2026	**Main Office** Level 4, Gov't Building hr@mpmc.gov.ws
Justice & Courts Administration	JC003266	**Senior Transcribing Officer**	**A12** $34,438	12-Jan-2026	**Raeinah Fania** Mulinuu raeinah.fania@mjca.gov.ws
"	JC003319	**Scanner Operator**	**A8** $21,086	12-Jan-2026	"
"	JC000441	**Court Registry Support Officer - Digitization**	**A5** $12,714	12-Jan-2026	"
"	JC003289	**Phonographic & Transcribing Assistant Officer - Tuasivi** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A5** $12,714	12-Jan-2026	"

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 **12th January, 2026**

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
Foreign Affairs & Trade	FT002103	**Principal IT Officer - Data Processing**	**A16** $55,431	**Caroline Fuiavailiili
Health	MH001497	**Account Payable Clerk**	**A5** $12,714	**Agalua Mauga
"	MH001331	**Medical Laboratory Technician Officer**	**A10** $27,559	**Milovale Paulo
"	MH001499	**Medical Laboratory Technician Officer**	**A10** $27,559	**Lua Leota
"	MH001826	**Senior Accountant Payable**	**A8** $21,086	**Veisinia Ufagalilo

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

CONFIRMED APPOINTMENTS

CONTRACT APPOINTMENT

Ministry/Office	Vacancy Code	Position Title	Salary Grading (p.a max)	Appointee
Commencement Date: 12th January 2026				
Education & Culture	EC000491	**Vice Principal Malie Primary School**	$50,378	^^Faimasasa Maa
"	EC000233	**Vice Principal Afega Primary School**	$50,378	^^Tausala Talaia
"	EC000413	**Vice Principal Laulii Primary School**	$50,378	^^Sesilia Ameto
"	EC000862	**Vice Principal Vaimoso Primary School**	$67,845	^^Ivona Aleki Taimalie
"	EC000882	**Vice Principal Vaivase Primary School**	$67,845	^^Tema Faaola

"	EC000751	**Principal Sauano Primary School**	$58,304	^^Luaono Sione Aufale
"	EC000515	**Vice Principal Mulifanua Primary School**	$50,378	^^Mapuitiga Fetaui
"	EC000886	**Vice Principal Vaovai Primary School**	$46,158	^^Sauoleoge Faapaia Vili
"	EC000833	**Vice Principal Vaiee Primary School**	$46,158	^^Mele Vili
Commencement Date: 1st December 2025				
Justice & Courts Administration	JC003262	**ACEO Land and Titles Court**	$94,624	^^Leuluaialiiotumua Uluilelata Faagutu Samuelu-Vaalotu
"	JC003265	**ACEO Land and Titles Mediation and Registration**	$94,624	^^Leaumoana Tuumatavai Salima Lasalo Salima

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
Agriculture & Fisheries	AGP18004	**Principal Monitoring and Evaluation Officer**	**A16** $55,431	Alofisa Akapo Poloa'i

Permanent Positions

Under Section 34 of the Public Service Act 2004

Ministry/Office	Vacancy Code	Position Title	Salary Grading (p.a max)	Appointee
Education & Culture	EC000042	**Senior Assets Management Officer**	**A12** $34,438	Karolaine Tali
"	EC000154	**Senior Education Officer - School Staffing**	**A12** $34,438	Fotuomanaia Ieremia Peni
Foreign Affairs & Trade	FT002139	**Accounts & Administration Officer**	**A10** $27,559	Margaret Sekuini
Health	MH001454	**Audit Examiner**	**A8** $21,086	Romate Matele
"	MH001289	**Project Audit Examiner**	**A8** $21,086	Asia Fareti
Sports & Recreation	SR000014	**Principal ICT Officer**	**A16** $55,431	Niualega Filipo
Women, Community & Social Development	WS003214	**Payroll Officer**	**A10** $27,559	Pipiimaleeleele Natia
Works, Transport & Infrastructure	WI003165	**Principal Legal Officer**	**A16** $55,431	Faauu Kolia

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)	–	**Manager Corporate Communications**	ACEO Level	24-Dec-2025	**HR Department** Ground Floor, CBS Building hr@cbs.gov.ws
Land Transport Authority	-	**Manager Procurement & Programming**	ACEO Level	22-Dec-2025	**Human Resource** **email** hr@lta.gov.ws **or** www.lta.gov.ws
"	-	**Manager Quality Assurance**	ACEO Level	22-Dec-2025	"
"	-	**Manager Legal** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	ACEO Level	12-Jan-2026	"
Public Trust Office	PTO08/23	**Legal Executive** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$83,666- $94,167.42	19-Dec-2025	**Juvalein Lelevaga** PTO Building, Matafele ptrustee@publictrust.ws or juvalein.lelevaga@publictrust.ws
Police, Prisons & Corrections	-	**ACEO Legal** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$94,624	18-Dec-2025	**HRM Section** 22222 ext 1050 or 1054 email: hr@police.gov.ws
Samoa Airport Authority	-	**Manager - Legal Services**	$94,624	19-Dec-2025	**HR Division** **Phone** 23201 ext 126 **email** enquiries-hr@saa.ws or **web** www.samoaairports.com
"	-	**Manager Finance & Commercial**	$94,624	24-Jan-2026	"
"	-	**(2) Senior Officer - Rescue Fire Services**	$34,438	24-Jan-2026	"
"	-	**Principal Officer - Rescue Fire Services Operation**	$65,651	24-Jan-2026	"
"	-	**Principal Officer - Safety Auditor Quality Assurance**	$65,651	24-Jan-2026	"
Samoa National Provident Fund	-	**Manager Properties and Equities**	$94,624.00	19-Dec-2025	**Unaite / Vetalcy** Level 1, Main SNPF Building unaite@npf.ws / vetalcy@npf.ws

Permanent Positions

Sector/Office	Vacancy Code	Position Title	Salary Grading (p.a max)	Deadline	Contact Details:
Development Bank of Samoa	DBS_1224	**Finance Officer**	$21,307 - $36,870	15-Dec-2025	**Tiperia Talo** Development Bank of Samoa tiperiat@dbsamoa.ws
"	DBS_1282	**Research, Development, Policy & Business Advisory Officer**	$21,307 - $36,870	15-Dec-2025	"
Electric Power Corporation	-	**Leading Hand Mechanic (PG)**	$25,065	19-Dec-2025	**HR Management** TATTE Building, SOGI matamuf@epc.ws or tinais@epc.ws
"	-	**Customer Service/Licensing & Enquiries Officer**	$18,152	19-Dec-2025	"
Office of the Electoral Commission	EV000047	**Internal Auditor & Investigation Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$55,431	19-Dec-2025	**Corporate Service Division** OEC Headquarter, Mulinuu csds@oec.gov.ws
Public Trust Office		**2x Estates & Trusts Officers**	$27,559 - $30,063	16-Jan-2026	**Juvalein Lelevaga** PTO Building, Matafele ptrustee@publictrust.ws or juvalein.lelevaga@publictrust.ws
Police, Prisons & Corrections	-	**Electrician** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$27,559 - $30,063	18-Dec-2025	**HRM Section** 22222 ext 1050 or 1054 email: hr@police.gov.ws

Samoa Airport Authority	-	**(4) Air Traffic Control Assistants**	$15,700	24-Jan-2026	**HR Division** **Phone** 23201 ext 126 **email** enquiries-hr@saa.ws or **web** www.samoaairports.com
Samoa Fire & Emergency Services Authority	-	**New Recruit Fire Fighters**	$13,656	24-Dec-2025	**Jubin Simanu / Fuatai Tiumalu** SFESA Building, jubin.simanu@sfesa.ws, fuatai.tiumalu@sfesa.ws
"	-	**Driver / Office Assistant - Commissioner's Office**	$15,147	19-Dec-2025	"
"	-	**Principal Policy and Planning Officer**	$55,431	19-Dec-2025	"
"	-	**NECC Clerk**	$13,656	19-Dec-2025	"
"	-	**Senior Occupational Safety and Health(OSH) Officer**	$38,397	19-Dec-2025	"
"	-	**Commander Emergency Medical Response (EMR)**	$55,431	19-Dec-2025	"
Samoa National Provident Fund	-	**Member Loans clerk (x2)**	$13,414 - $19,930	19-Dec-2025	**Unaite / Vetalcy** Level 1, Main SNPF Building unaite@npf.ws / vetalcy@npf.ws
"	-	**Investment Officer**	$28,306 - $38,101	19-Dec-2025	"
Samoa Business Hub	-	**Senior Recovery Officer**	$35,000 - $45,000	18-Dec-2025	**SBH, Main Office** **Phone** 22770 Le-Sanalele Complex faagutu@samoabusinesshub.ws
Samoa Shipping Services	-	**Crewing Officer**	$18,032	16-Jan-2026	Telephone +685 20790 / +685 20796 **or email:** oauapaau@sssltd.ws

C. International/Regional Agencies

Sector/Office	Vacancy Code	Position Title	Salary Grading (p.a max)	Deadline
Pacific Islands Forum Secretariat	-	**Deputy Director-General - Science and Capability** Base in Suva, Fiji	-	10-Jan-2026
Intrested applicants are encouraged to apply via the malcolmduncan@insgroup.com.au				
Samoa Australia Tautua	-	**Education Technical Lead**	-	14-Dec-2025
"	-	**Communications and Diplomacy Manager**	-	14-Dec-2025
"	-	**Short-term Adviser - School Governance and Financial Management Trainer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	-	14-Dec-2025
Please visit https://www.tautuapartnership.ws/vacancies for the full Terms of Reference (TOR).				
Pacific Community (SPC)	CR000517	**Coordinator – Design** Based in Noumea, New Caledoni	-	14-Dec-2025
"	CR000531	**Project Manager, Strengthening Water and Sanitation Governance in the Federated States of Micronesia (FSM WASH)** Base in Pohnpei, Micronesia	-	18-Jan-2026
Applicants must apply online at http://careers.spc.int/				

Western and Central Pacific Fisheries Commission	-	**Compliance Manager**	-	17-Dec-2025
Application forms and JD can be retreived via : https://www.wcpfc.int/				
Pacific Australia Skills	-	**Country Director Samoa**	-	15-Dec-2025
Further information can also be obtained from the SPREP Website : https://lde.tbe.taleo.net/lde01/ats/careers/v2/searchResults?org=URSAUS&cws=39				
"	-	**Technical Assistant for Samoa Police Training Academy - Quality Management System**	-	15-Dec-2025
Further information can also be obtained from the link here : Position Description				

D. Training/Scholarship Opportunities

Manaaki NZ Thematic Short-Term Training Scholarship (STTS) Public Sector Leadership

Manaaki New Zealand Scholarship Programme for Thematic Short-Term Training Scholarship (TSTTS) course on Public Sector Leadership – Senior Level for the Pacific region is now open. Applications close Sunday 1 February 2026.

The Public Sector Leadership Senior-Level course is targeted at senior-level public sector officials currently in management positions, with intermediate English language proficiency.

Participants should have basic level computer literacy and numeracy skills and Intermediate level English language proficiency. The course aims to strengthen the knowledge and skills of Pacific officials in senior-level public sector leadership roles. It is expected to lead to improved public sector efficiency and effectiveness in participant home countries

Process Timeline: Public Sector Leadership - Senior Level
Application open: Monday 24 November 2025 Colse: Sunday 1 February
Course Start: Monday 4 May 2026 Close: Friday 15 May 2026

Applicants must apply through the application portal accessible via the Kāpuhipuhi Wellington Uni Professional website.

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

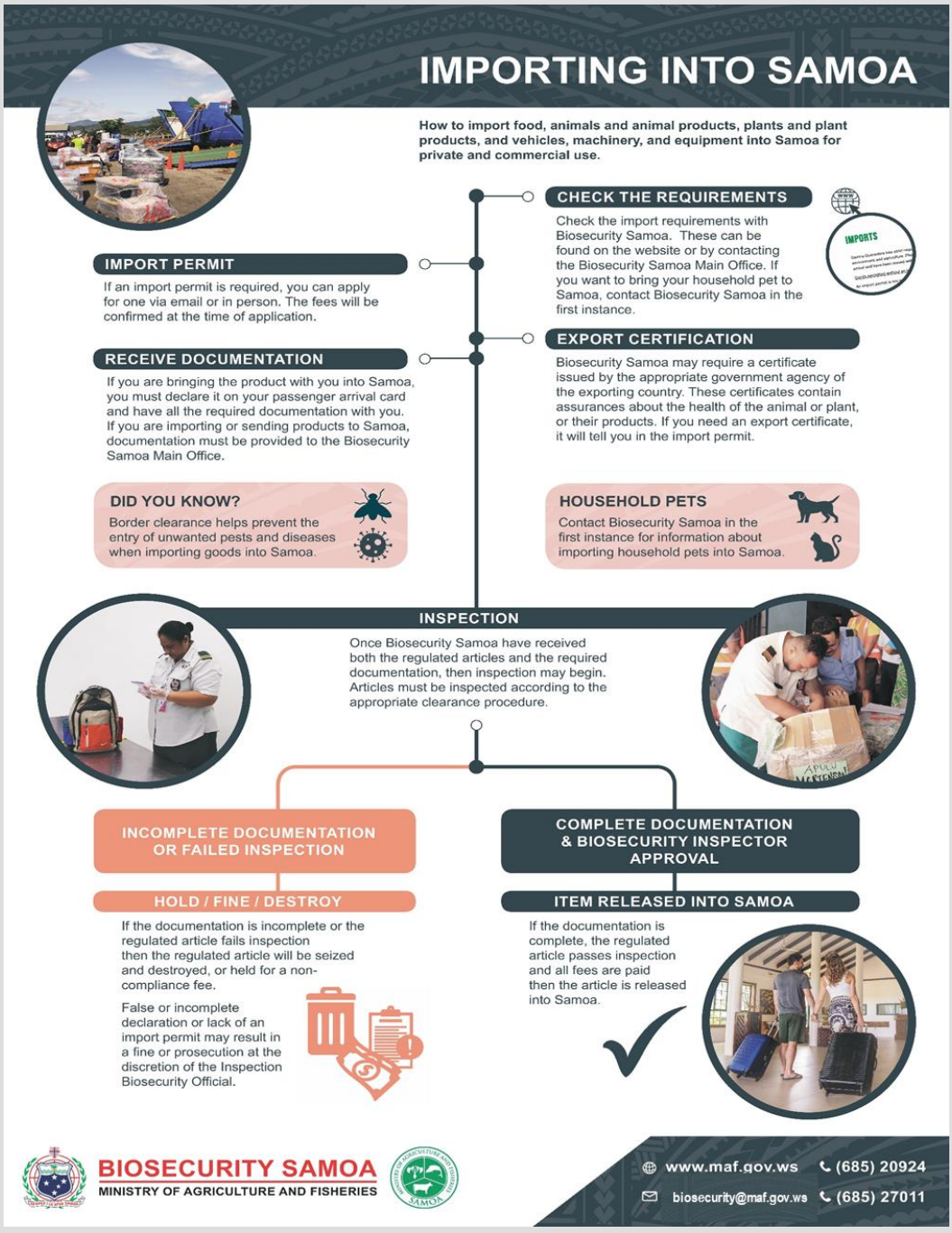
Ministry of Women, Community & Social Development

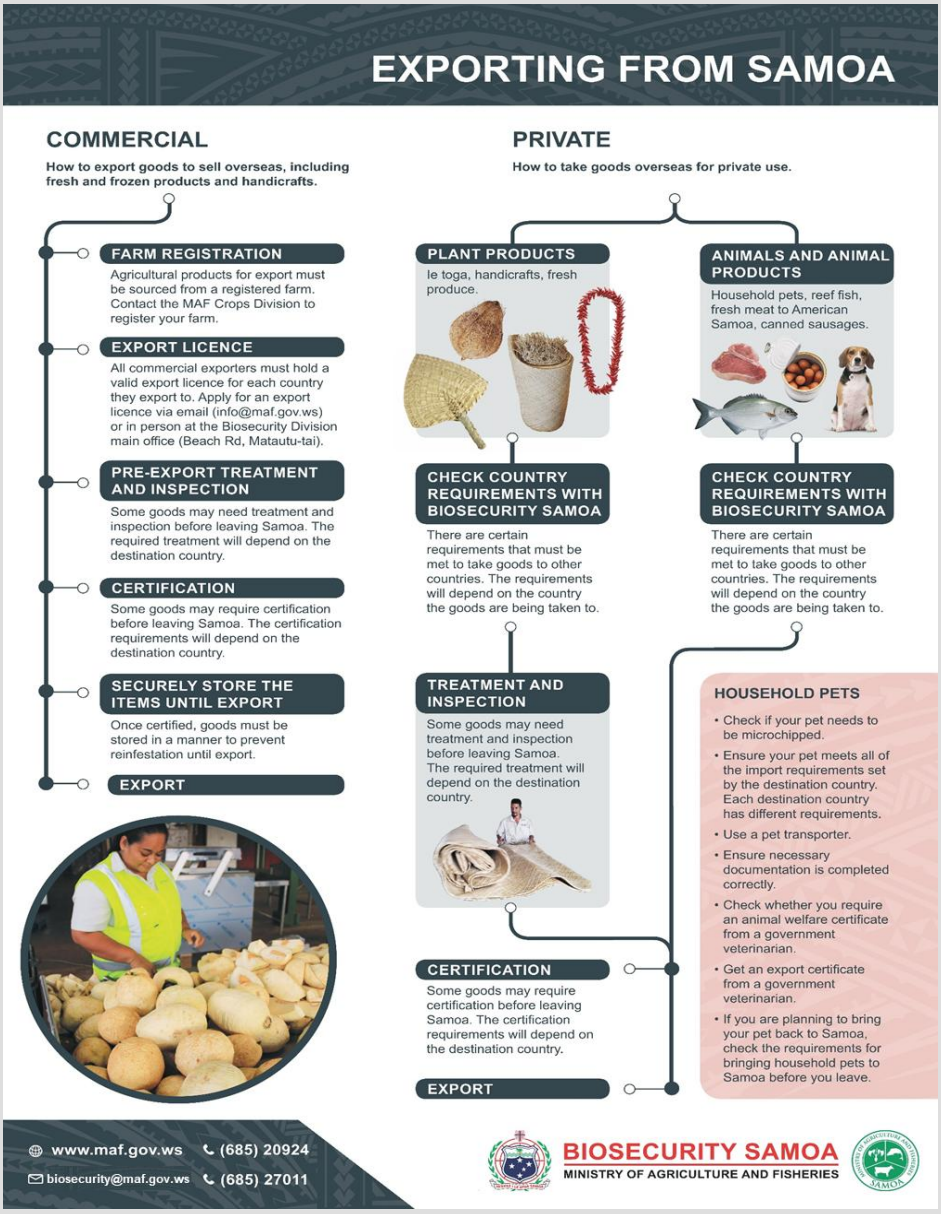
Samoa Qualifications Authority

Ministry of Agriculture & Fisheries

M

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.
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.
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