PUBLIC SERVICE OFFICIAL CIRCULAR

Issued weekly by the Public Service Commission *Issue 10/2026, 17th March 2026*

Brethren, I do not count myself to have apprehended; but one thing I do, forgetting those things which are behind and reaching forward to those things which are ahead.

Philippians 3:13

A. Public Service Ministries/Agencies

VACANCIES

Contract Positions

Under Section 31 of the Public Service Act 2004

Ministry/Office	Vacancy Code	Position Title	Salary Grade	Deadline
Agriculture & Fisheries	AG003796	**ACEO Agriculture Sector Coordination and Project Management**	$94,624	23-Mar-2026
Customs	RE001729	**ACEO Revenue Services**	$94,624	15-Apr-2026
Education & Culture	EC000006	**ACEO School Governance and Management**	$94,624	8-Apr-2026
"	EC000004	**ACEO Curriculum Design and Materials**	$94,624	15-Apr-2026
"	EC000453	**Principal Letogo Primary** **(Re-advertisement: Previous Applicants NEED NOT re-apply)**	$58,304	30-Mar-2026
Prime Minister & Cabinet	PM002647	**ACEO Corporate Services** **(Re-advertisement: Previous Applicants NEED NOT re-apply)**	$94,624	23-Mar-2026
Public Service Commission	PS002970	**Manager Corporate Services** **(Re-advertisement: Previous Applicants NEED NOT re-apply)**	$94,624	30-Mar-2026
Sports & Recreation	SR000005	**ACEO Assets and Facilities Management**	$94,624	8-Apr-2026

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:
Health	MH001661	**Principal Finance Officer – Project**	**A16** $55,431	30-Mar-2026	**Siaeauli Siaea** Motootua siaeauli.siaea@health.gov.ws
Works, Transport & Infrastructure	WIP21000	**Senior Financial Management Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A13** $38,397	30-Mar-2026	**HR** TATTE Building, Level 4 hr@mwti.gov.ws

Permanent Positions

Under Section 34 of the Public Service Act 2004

MInistry/Office	Vacancy Code	Position Title	Salary Grading (p.a max)	Deadline	Contact Details:
Customs & Revenue	RE002530	**Assistant Revenue Officer**	**A5** $12,714	30-Mar-2026	DBS Building, Level 4 hr@revenue.gov.ws **OR** www.revenue.gov.ws
"	RE002389	**Assistant Customs Officer - Excise and Petroleum** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A6** $15,147	30-Mar-2026	"
Education & Culture	EC001211	**Security Officer - Main Office**	**A4** $10,534	30-Mar-2026	**Main Office** Malifa Compound hr@mesc.gov.ws
Foreign Affairs & Trade	FT002109	**Principal Foreign Service Officer - (IRD)**	**A16** $55,431	30-Mar-2026	**Sarona Tanielu - Tomane** Level 3, Govt Building sarona.tomane@mfat.gov.ws
Health	MH001488	**Pharmacy Technician (Ouutpatient Dispensary) Level 1**	**A6** $15,147	30-Mar-2026	**Siaeauli Siaea** Motootua siaeauli.siaea@health.gov.ws
"	MH001564	**Dental Officer - TTM Hospital** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A13** $38,397	30-Mar-2026	"
"	MH001386	**Dental Officer - TTM Hospital** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A13** $38,397	30-Mar-2026	"
"	MH001928	**Senior Human Resource Officer - HRMIS** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A12** $34,438	30-Mar-2026	"
"	MH001558	**Principal Dental Officer - PC & SDT**	**A16** $55,431	30-Mar-2026	"
Works, Transport & Infrastructure	WI003160	**Principal Energy Policy & Sector Coordination Officer**	**A17** $67,845	30-Mar-2026	**Mele Nofoasaefa** TATTE Building, Level 4 mele.nofoasaefa@mwti.gov.ws
"	WI003037	**Vessel Registration Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A12** $34,438	30-Mar-2026	"
"	WI003028	**Senior Building Inspector** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A12** $34,438	30-Mar-2026	"
"	WI003157	**Senior Building Inspector - Savaii Office** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A12** $34,438	30-Mar-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 **30th March, 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
Agriculture & Fisheries	AG000714	**Nightwatchman - Nuu**	**A4** $10,534	**Uta Si'i

"	AG000720	**Nightwatchman - Lemafa**	**A4** $10,534	**Asalemo Mareko
"	AG003445	**Receptionist/Typist**	**A6** $15,147	**Julie Atopau Lau
Customs & Revenue	RE002475	**Assistant Customer Service Officer - LEs**	**A6** $15,147	**Viena Nofoaiga
"	RE002483	**Assistant Customer Services Officer**	**A6** $15,147	**Edminna Aiono
"	RE002433	**Customs Officer (CCA Administration & Licensing)**	**A8** $21,086	**Numia Talalelei Viliamu Faamatuainu
Education & Culture	EC001193	**Principal Officer - Early Childhood Education**	**A16** $55,431	**Tuaia Foliga Isaia
Finance	FI003517	**Senior Procurement Officer**	**A14** $42,358	**Leutatea Savali Taeaofou Vaafusuaga
"	FI003573	**Security Officer TATTE**	**A4** $10,534	**Paletasala Tuisalega
"	FI003572	**Security Officer TATTE**	**A4** $10,534	**Tapeni Pili
"	FI003566	**Security Officer TATTE**	**A4** $10,534	**Aukuso Kilisi Fasia
Justice & Courts Administration	JC003317	**Senior Officer - Research & Court Taking - LTHC**	**A12** $34,438	**Vaovasamanaia Togafau
Natural Resources & Environment	NE003595	**Mechanic - Mulinuu**	**A4** $10,534	**Don David
"	NE003757	**Facilities Caretaker**	**A4** $10,534	**Faafetai Solomona
"	NE003534	**Ring Weeding (Togitogiga)**	**A4** $10,534	**Milo Peresia
Prime Minister & Cabinet	PM003272	**Cashier (Upolu Main Office)**	**A4** $10,534 + $200(risk)	**Fa'amanu Kelemete
Public Service Commission	PS002991	**Senior HR Planning Officer - HRD**	**A14** $42,358	**Aveolela Vaetoe
Samoa Bureau of Statistics	BS001083	**Senior Statistician - GDP Production**	**A12** $34,438	**Jedidiah Maafi
"	BS001088	**Senior Statistician - GFS Unit**	**A12** $34,438	**Baby Tavita
Works, Transport & Infrastructure	WI003002	**Senior Accountant**	**A12** $34,438	**FM Muamua

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

CONFIRMED APPOINTMENTS

Contract Positions

Under Section 31 of the Public Service Act 2004

Ministry/Office	Vacancy Code	Position Title	Salary Grading (p.a max)	Appointee
Commencement Date: 10th March 2026				
Education & Culture	EC000228	**Vice Principal Aana 1 College**	$58,304	^^Joseph Lemana
Commencement Date: 16th March 2026				

Justice & Courts Administration	JC003421	**ACEO District and Therapeutic Court**	$94,624	^^Florita Esther Schuster

Permanent Positions

Under Section 34 of the Public Service Act 2004

Ministry/Office	Vacancy Code	Position Title	Salary Grading (p.a max)	Appointee
Communications & Information Technology	CT002706	**Senior ICT Officer**	**A14** $42,358	Faretisauafu Amosa Tapuai
"	CT002726	**News Reporter - Radio and Television**	**A10** $27,559	Faynihanthia Fereti
"	CT002720	**Senior Marketing Officer**	**A12** $34,438	Dwayne Tupai
Education & Culture	EC001197	**Senior HR Officer - Recruitment**	**A12** $34,438	Debralorraine Taiti-Taanoa
"	EC001158	**Senior System Analyst Officer**	**A13** $38,397	Marcus Malotutoatasi Andrew Fong
"	EC001212	**Nightwatchman - Main Office**	**A4** $10,534	Isoposeta Upuese
"	EC001213	**Nightwatchman - Main Office**	**A4** $10,534	Malaesaili Tauese
"	EC001187	**Senior Curriculum Officer Art (Secondary)**	**A13** $38,397	Sape Vui
Health	MH001226	**Senior Sanitation Surveillance Officer**	**A14** $42,358	Anesetasia Bourne
"	MH001046	**Environmental Health, Food Safety and Tobacco Control Officer**	**A10** $27,559	Momoe Lauese
"	MH001577	**Payroll Clerk**	**A7** $17,934	Hopemeda Sootaga
Justice & Courts Administration	JC003420	**Internal Audit Officer**	**A16** $64,503	Vaasiva Lemi Leniu-Pritchard
"	JC000665	**Records Assistant - Land & Titles Mulinuu**	**A6** $15,147	Alisa Sylvia Tusagi
"	JC003298	**Assistant Accounts Officer**	**A5** $12,714	Johanna Luatua
"	JC002390	**Senior Officer - SC & ADC**	**A12** $34,438	Caroline Mulipola
"	JC003336	**Supreme Court Judge Associate**	**A12** $34,438	Campaign Fidow
"	JC003266	**Senior Civil Officer**	**A12** $34,438	Leitu Isaia Fereti
Natural Resources & Environment	NE003296	**Head Cashier - Main Office**	**A4** $10,534	Valerie Lisale
Public Service Commission	PS000474	**Driver/Office Assistant**	**A6** $15,147	Uesele Pele
Works, Transport & Infrastructure	WI003164	**Energy Policy & Sector Coordination Officer**	**A10** $27,559	Lusiaasopesio Tamati

B. Public Sector/Other Agencies

VACANCIES

Contract Positions

Special Advertisement

Sector/Office	Vacancy Code	Position Title	Salary Grading (p.a max)	Deadline	Contact Details:
Development Bank of Samoa	-	**GENERAL MANAGER**	CEO Grade	6-Apr-2026	**Fa'amatapili Kamilo Kelemete** MPE Office kamilo.kelemete@mpe.gov.ws
Samoa Water Authority	-	**MANAGING DIRECTOR**	CEO Grade	20-Mar-2026	"
Samoa Shipping Corporation Limited	-	**GENERAL MANAGER**	CEO Grade	20-Mar-2026	"
Samoa Shipping Services	-	**GENERAL MANAGER**	CEO Grade	27-Mar-2026	"
Samoa Housing Corporation	-	**CHIEF EXECUTIVE OFFICER**	CEO Grade	6-Apr-2026	"
Samoa National Provident Fund	-	**CHIEF EXECUTIVE OFFICER**	CEO Grade	6-Apr-2026	"
Sector/Office	**Vacancy Code**	**Position Title**	**Salary Grading (p.a max)**		**Contact Details:**
Electric Power Corporation	-	**Overseer Underground Cables and Switchgears** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$72,946	23-Mar-2026	**HR Management** TATTE Building, SOGI matamuf@epc.ws or tinais@epc.ws
"	-	**Overseer Fault Service** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$72,946	23-Mar-2026	"
"	-	**Chief Finance Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$87,027	30-Mar-2026	"
Land Transport Authority	-	**Civil Engineer - Infrastructure and Climate Resilient Design**	$72,946 - $94,377.64	26-Mar-2026	**Human Resource email** hr@lta.gov.ws **or** www.lta.gov.ws
"	-	**Quality Assurance - Contract Officer**	$72,946 - $94,377.64	6-Apr-2026	"
National Kidney Foundation of Samoa	-	**Renal Services Manager**	$94,624.00	19-Mar-2026	**Main Office** Motootua Phone: 32123, 32123
National University of Samoa	-	**Senior Lecturer or Lecturer Grade 1: School of Medicine**	SL-$105,407.94 - $129,638.02 ☐ LG1- $103,398.99 - $106.267.62	27-Mar-2026	**HR Section** NUS, Main Office hr@nus.edu.ws or www.nus.edu.ws
"	-	**Lecturer Grade 3: Computing** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$40,288 - $51,023	24-Mar-2026	"
"	-	**Lecturer Grade 2/3: Radio & Electronics** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	Grade3-$40,288 - $51,023 Grade2-$52,366 - $57,398	24-Mar-2026	"
"	-	**Lecturer Grade 3: Radio & Electronics**	$40,288 - $51,023	24-Mar-2026	"
"	-	**Senior Professional Development Officer & Curriculum Coordinator**	$72,773 - $88,406	27-Mar-2026	"

Samoa National Provident Fund	-	**Assistant Manager Senior Citizens Benefit & Disability Fund**	$72,405 - $87,912	7-Apr-2026	**Gaoa / Ateca** Level 1, Main SNPF Building gaoafaranifou@npf.ws / ateca@npf.ws
Samoa Qualifications Authority	-	**Assistant Chief Executive Officer, Qualifications**	$94,570	27-Mar-2026	**SQA Office** TATTE Blding, Level 2 www@sqa.gov.ws
Samoa Ports Authority	-	**Deputy Port Operations**	$81,312 - $91,473	10-Apr-2026	**Corporate Services Division (HR Unit)** Matautu-tai unitechk@spasamoa.ws / christina@spasamoa.ws
Samoa Water Authority	EPDIED01	**Engineer Planning & Design** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$73,388	27-Mar-2026	**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	AT001764	**Accounts Clerk**	**A5** $13,187	20-Mar-2026	**Human Resource Section** TATTE Building, Level 6, Sogi HR@ag.gov.ws
"	AT001754	**Transport Officer**	**A4** $11,819	20-Mar-2026	"
Electric Power Corporation	-	**Procurement and Stores Officer (Finance and Commmerce)**	$28,084	30-Mar-2026	**HR Management** TATTE Building, SOGI tinais@epc.ws or corporate@epc.ws
"	-	**Lineman Trainee (2) (DU Vaitele)**	$28,084	30-Mar-2026	"
"	-	**Security (1 Vaitele and 1 Fuluasou)**	$10,019	30-Mar-2026	"
"	-	**Leading Hand Operator (Savaii Operation)**	$25,065	30-Mar-2026	"
Gambling Control Authority	-	**Information Technology Officer**	-	2-Apr-2026	**GCA Office** Apia Main Office info@gca.gov.ws
Office of the Electoral Commission	EV000045	**Senior Research Officer**	$34,438	27-Mar-2026	**Corporate Service Division** OEC Headquarter, Mulinuu csds@oec.gov.ws
Legislative Assembly	AA001661	**Samoa Handsard Reporter**	$27,559	31-Mar-2026	**ISS Division** Maota Tofilau Eti Alesana, Mulinuu iss@palemene.ws
Land Transport Authority	-	**Senior Engineering Officer - Maintenance & Construction** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$29,555.19	24-Mar-2026	**Human Resource email** hr@lta.gov.ws **or** www.lta.gov.ws
"	-	**Senior Engineering Officer**	$29,555.19	24-Mar-2026	"
Police, Prisons & Corrections	-	**Senior Education Officer - Tanumalala** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$37,437.00	23-Mar-2026	**HRM Section** 22222 ext 1050 or 1054 email: hr@police.gov.ws
"	-	**Accounts Receivable Officer**	$23,199.00	30-Mar-2026	"
"	-	**Office Assistant - Commissioners Office**	$18,545	30-Mar-2026	"

Public Trust Office	-	**Executive Assistant**	$30,897	27-Mar-2026	**Patisepa Failauga** Level 5, TATTE Building failauga@publictrust.ws or ptrustee@publictrust.ws
Samoa Fire & Emergency Services Authority	-	**Qualified Compliance Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$27,559	26-Mar-2026	**Jubin Simanu / Noel Lolani** SFESA Building, jubin.simanu@sfesa.ws, noel.lolanii@sfesa.ws
"	-	**Commander (EMR) - Emergency Medical Responders (2)**	$55,431	26-Mar-2026	"
"	-	**Senior Assets and Procurement Officer**	$38,397.00	1-Apr-2026	"
"	-	**Policy and Planning Officer**	$27,559	1-Apr-2026	"
Samoa Business Hub	-	**Business Support Officers - CEEDD (2)**	$27,500.00	25-Mar-2026	**SBH, Main Office** Le-Sanalele Complex faagutu@samoabusinesshub.ws Phone: 22770
Samoa National Provident Fund	-	**Senior Project Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$46,353 - $70,643	20-Mar-2026	**Unaite / Vetalcy** Level 1, Main SNPF Building unaite@npf.ws / vetalcy@npf.ws
"	-	**Senior Accounts & Administration Officer (Savaii Office)**	$46,353 - $70,643	20-Mar-2026	"
"	-	**Finance Officer Expenditure**	$27,870 - $32,333	20-Mar-2026	"
"	-	**Pension & Disability Officer (2)**	$27,870 - $32,333	20-Mar-2026	"
"	-	**Pension & Disability Clerk**	$13,414 - $16,333	20-Mar-2026	"
"	-	**Nightwatchman (2)**	$9,852/$12,820	27-Mar-2026	**Unaite / Vetalcy** Level 1, Main SNPF Building unaite@npf.ws / vetalcy@npf.ws
Samoa Ports Authority	-	**Senior Communication Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$32,117 - $39,853	25-Mar-2026	**Corporate Services Division (HR Unit)** Matautu-tai sinaoleatonauna@spasamoa.ws / christina@spasamoa.ws
"	-	**Senior Payroll Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$32,117 - $39,853	25-Mar-2026	"
"	-	**Senior Revenue Officer**	$32,117 - $39,853	25-Mar-2026	"
"	-	**Vehicle Maintenance Officer**	$15,504 - $23,908	25-Mar-2026	"
Samoa Water Authority	SPRMOCMD02	**Senior Public Relations & Marketing Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$34,600- $46,361	27-Mar-2026	**Human Resource Division** 2nd Floor TATTE Building, hr@swa.gov.ws

C. International/Regional Agencies

Sector/Office	Vacancy Code	Position Title	Salary Grading (p.a max)	Deadline
Pacific Community (SPC)	-	**Outer Islands Water Resources Engineer** Based in Funafuti, Tuvalu	-	22-Mar-2026

"	CR000555	**Community, Engagement and Outreach Advisor** Based in Nomea, New Caledonia	-	22-Mar-2026
Applicants must apply online at http://careers.spc.int/				
Pacific Islands Forum Secretariat	-	**Director for Programmes & Initiatives**	-	27-Mar-2026
For more information about PIFS visit www.forumsec.org				
Samoa Australia Tautai	-	**Evaluator National Systems - Samoa**	-	12-Apr-2026
Contact details: recruitment@TautaiPartnership.org				
Secretariat of the Pacific Regional Environment Programme (SPREP)	-	**Development of Business Model and demonstration of Home Biogas Systems Installation for Samoa**	-	27-Mar-2026
"	-	**Technical Assement and development of a user pay system for the Ministry of Natural Resources and Environment, Samoa (MNRE) Electric Vehicle (EV) Charging Stations**	-	27-Mar-2026
"	-	**Ground truthing of mangrove areas in Samoa for carbon stock management and Monitoring, Reporting and Verification (MRV) improvements for the Samoa Climate Adaptation, Resilience and Enhancement of Samoa (CARES) website**	-	27-Mar-2026
"	-	**Technical Case Study on Rooftop Solar Photo-voltatic (PV) system in Tuvalu**	-	27-Mar-2026
"	-	**Consultancy to Develop a Single-use Plastic Inventory and Roadmap to Phase Out Single-use Plastics in Kiribati**	-	20-Mar-2026
"	-	**Renovation of the Tuvalu E-Waste and Recyclable Storage Facility** (Readvertisement)	-	27-Mar-2026
Further information, see : https://www.sprep.org/tenders				
United Nations Development Programme (UNDP)	-	**Finance Assitant**	-	20-Mar-2026
Jop description and application link: https://bit.ly/47E5ZD8				
"	-	**Procurement Analyst**	-	22-Mar-2026
Job description and application link: https://bit.ly/4dhN1G9				
Pacific Islands Forum Secretariat	-	**Legal Counsel**	-	6-Apr-2026
Details about the positions and how to apply can be accessed from the following link: https://www.ffa.int/jobs/legal-counsel/				
"	-	**Compliance Policy Advisor**	-	6-Apr-2026
Details about the positions and how to apply can be accessed from the following link: https://www.ffa.int/jobs/compliance-policy-advisor/				
"	-	**Manager Vessel Monitoring Systems**	-	7-Apr-2026
Details about the positions and how to apply can be accessed from the following link: https://www.ffa.int/jobs/manager-vessel-monitoring-systems/				
Peace Corps	-	**Project Manager (Education Project)**	$76,412 - $103,169 WST	31-Mar-2026
The application form, full soliciation, and statement of work are all available at the link: www.peacecorps.gov/samoa/about/contracts/				

D. Training/Scholarship Opportunities

The Australia Awards Scholarships for 2027 are now open and will close on 30 April 2026.

Application pathways are as follows:

1. Australia Online Studies (Distance Flexible Learning):
Application forms can be uplifted from the PSC Office – HRD Division, or requested via email at scholarships@psc.gov.ws

2. Australia Awards Scholarships (On-Campus Studies):
Applicants are required to apply online using the following link:
Australia Awards Scholarships | Australian Government Department of Foreign Affairs and Trade

Interested applicants are encouraged to review the eligibility criteria carefully and submit their applications before the closing date.
For further information or clarification, please do not hesitate to contact the HRD Division or email scholarships@psc.gov.ws

INFORMATION SESSIONS FOR AUSTRALIA AWARDS SCHOLARSHIPS
📣 Applications for Australia Awards 2027 Scholarships close next month, 30 April 2026 - if you are interested to apply, we are please to share that we will be hosting three information sessions for the Australia Awards Scholarships.

- Session 1: 12 March 2026, 12pm - 1pm
- Session 2: 25 March 2026, 3.30pm - 4.30pm
- Session 3: 17 April 2026, 12pm - 1pm

These sessions will discuss Australia Awards scholarships, eligibility criteria, priority fields of study, and the applications and selection process.

All information sessions will be held at the Australian High Commission Conference Room.

Due to limited capacity, attendance will be on a basis of first come, first served ✨

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
Please address all correspondence to the Chief Executive Officer
+685 20441 | 20442
info@mcil.gov.ws
www.mcil.gov.ws
P.O Box 862, Level 4 ACC House Apia SAMOA

PUBLIC NOTICE

MANDATORY COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH (OSH) REQUIREMENTS

The Ministry of Commerce, Industry and Labour (MCIL) hereby reminds employers in all workplaces of their legal obligation to provide a safe and healthy working environment for all their employees within the Government Ministries, State Owned Enterprises, Contractors and all business owners in Samoa.

Recent reports of incidents involving health and safety violations in the work places, has prompted the MCIL to issue this notice. You are required to be committed to your responsibilities under the Occupational Safety and Health Act 2002 and OSH Regulations 2017.

1. Employer Obligations

Under the Occupational Safety and Health Act 2002, employers must take all "reasonably practicable" steps to ensure the safety, health, and welfare of their employees. This includes:

- **Providing a Safe Work Environment:** Ensuring buildings, machinery, and systems of work are safe and without risk.
- **Emergency Plan and Procedures:** Having in place an emergency plan which includes assembly points, special assistance information and warning systems.
- **Hazard Identification:** Systematically identifying and assessing risks (physical, chemical, or biological).
- **Training and Supervisions:** Providing adequate training, safety equipment, and supervision to employees.
- **Maintaining Records:** Keeping a register of all accidents, incidents, and near-misses.
- **Not to Charge employees for Safety Gear:** Employers cannot charge employees for safety equipment required by law.

2. Employee Duties

Workers also have a duty of care to:

- Take reasonable care of their own safety and that of others.
- Wear or use protective equipment provided by the employer.
- Report any hazards or dangerous work situations to the employer immediately.

The OSH Unit of the MCIL conducts regular inspections to monitor work place compliance. Failure to comply with these requirements may lead to investigations, legal proceedings, and penalties.

Remember, **"Safety is everyone's responsibility"**

For more information or to report a hazard, please contact our Occupational Safety and Health Unit on telephone numbers 20441/ 20442 or our email info@mcil.gov.ws .

Ma le faaaloalo,

Fepuleai Roger Toleafoa

CHIEF EXECUTIVE OFFICER

Public Trust Office

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

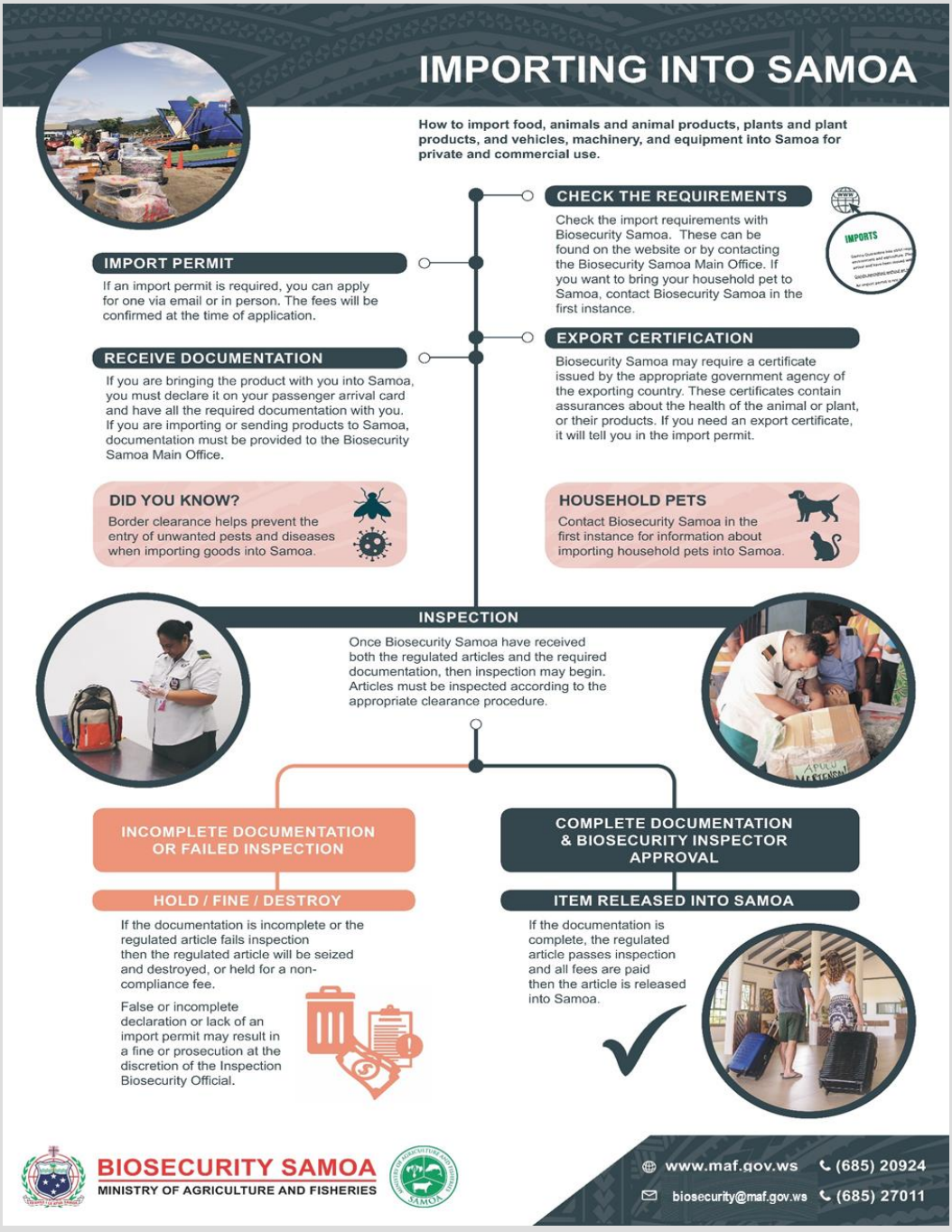
Ministry of Women, Community & Social Development

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.

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