PUBLIC SERVICE OFFICIAL CIRCULAR

Issued weekly by the Public Service Commission *Issue 11/2026, 24th March 2026*

for all have sinned and fall short of the glory of God…

Romans 3:23

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	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
Lands & Survey	LS000005	**ACEO Corporate Services**	$94,624	22-Apr-2026
Prime Minister & Cabinet	PM002647	**ACEO Corporate Services** **(Re-advertisement: Previous Applicants NEED NOT re-apply)**	$94,624	8-Apr-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

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	CU000010	**Principal Internal Audit and Risk Officer**	**A16** $55,431	8-Apr-2026	**HR** mochr@revenue.gov.ws
"	CU000011	**Principal Human Resources Officer**	**A16** $55,431	8-Apr-2026	"

"	CU000012	**Senior Accounts and Administration Officer**	**A12** $34,438	8-Apr-2026	"
"	CU000013	**Senior Revenue Officer**	**A12** $34,438	8-Apr-2026	"
Commerce, Industry & Labour	CL002432	**Senior Labour Inspector of Industrial Relations**	**A12** $34,438	8-Apr-2026	**HR & Admin** Level 4, ACC Building mcilhr@mcil.gov.ws
"	CL002459	**Registry Officer - (Intellectual Properties)**	**A10** $27,559	8-Apr-2026	"
Education & Culture	EC000155	**Senior Education Officer - School Personnel** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A12** $34,438	8-Apr-2026	**Main Office** Malifa Compound hr@mesc.gov.ws
"	EC000026	**Senior Payroll Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A5** $12,714	8-Apr-2026	"
"	EC000025	**Records Officer**	**A4** $10,534	8-Apr-2026	"
Finance	FI003282	**Driver**	**A4** $10,534	8-Apr-2026	**Alatoa Ama,** Level 4, CBS Building alatoa.ama@mof.gov.ws
Natural Resources & Environment	NE001036	**Receptionist**	**A4** $10,534	8-Apr-2026	**Lua Faagu Asi-Tua** TATTE Building, Level 3 lua.tua@mnre.gov.ws or admin@mnre.gov.ws
"	NE003348	**Forestry Research & Development Officer**	**A10** $27,559	8-Apr-2026	"
"	NE003549	**Groundsman - Vailima**	**A4** $10,534	8-Apr-2026	"
Customs & Revenue	RE002440	**Investigation Officer - Level 1 SMEs**	**A8** $21,086	8-Apr-2026	DBS Building, Level 4 hr@revenue.gov.ws **OR** www.revenue.gov.ws
Public Service Commission	PS003042	**Training Consultant - HRD**	**A17** $67,845	8-Apr-2026	**Main Office** Level 2, Govt Building hr@psc.gov.ws
"	PS003067	**Senior Promotion & Awareness Officer**	**A14** $42,358	8-Apr-2026	"
"	PS003017	**Principal Scholarship Officer**	**A17** $67,845	8-Apr-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 **8th April, 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
Customs & Revenue	RE002464	**Assistant Collection Officer**	**A6** $15,147	**Nelisa Feagaimalii Tavaita
Education & Culture	EC001091	**Principal Officer - Quality Assurance (Primary)**	**A16** $55,431	**Ponesi Filipo
"	EC001094	**Principal Officer - Quality Assurance (Secondary)**	**A16** $55,431	**Sinaleteuila Maualaivao

"	EC000972	**Principal Education Officer - Project Coordinator**	**A16** $55,431	**Auau Uelese
Finance	FI003603	**Senior Procurement Officer - Monitoring**	**A14** $42,358	**Charlie Betham
Public Service Commission	PS003068	**Principal HR Policy - Contract Management SES**	**A17** $67,845	**Sheila Warren

**** 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: 9th March 2026				
Customs	RE002339	**ACEO Risk and Compliance**	$94,624	^^Rodney Martin Lui Yuen
Revenue	RE002299	**ACEO Taxpayer Services**	$94,624	^^Auimatagi Michael Maua

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	AG003321	**Assistant Biosecurity Officer**	**A4** $10,534	Luaipouomalo Auvele
Education & Culture	EC000098	**Principal Curriculum Officer - Primary**	**A16** $55,431	Iose Togaga'e
Health	MH001854	**Principal Health Research Specialist**	**A16** $55,431	Tagi Sapini
Natural Resources & Environment	NE003557	**Office Assistant - (Main Office)**	**A4** $10,534	Tespow Pouleta
"	NE003511	**Ring Weeding - (Maota)**	**A4** $10,534	Iakopo Poseta
"	NE003339	**Forestry Officer - (West Savaii)**	**A10** $27,559	Siiae Emosi
"	NE003305	**Marine Officer**	**A10** $27,559	Christina Mosile
Prime Minister & Cabinet	PM003685	**Immigration Officer (Border)**	**A10** $27,559	Suiula Su'a
Customs & Revenue	RE002485	**Assistant Customer Services Officer - (Savaii)**	**A6** $15,147	Betty Simeki Tuvale
"	RE002508	**Records Clerk**	**A4** $10,534	Faasamoa Matoka
"	RE002486	**Assistant Customer Service Officer - (Savaii)**	**A6** $15,147	Nita Fautua Ekueta
"	RE002542	**Investigation Officer - Special Audit**	**A10** $27,559	Lauaomanuatele Gafa

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 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	-	**Chief Finance Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$87,027	30-Mar-2026	**HR Management** TATTE Building, SOGI matamuf@epc.ws or tinais@epc.ws
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 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
"	-	**Senior Professional Development Officer & Curriculum Coordinator**	$72,773 - $88,406	27-Mar-2026	"
Samoa Airport Authority	-	**Principal Officer Rescue Fire Service - Operations** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$65,651	3-Apr-2026	**HR Division** **Phone** 23201 ext 126 **email** enquiries-hr@saa.ws or **web** www.samoaairports.com
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
"	-	**Manager Member Services**	$94,624	10-Apr-2026	"
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:
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)**	$11,259.00	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
"	-	**Sales Officer (2)**	-	17-Apr-2026	"
Office of the Electoral Commission	EV000045	**Senior Research Officer**	$34,438	27-Mar-2026	**Corporate Service Division** OEC Headquarter, Mulinuu csds@oec.gov.ws
Land Transport Authority	-	**Senior Engineering Officer - Maintenance & Construction** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$29,555.19 - $44,849.95	8-Apr-2026	**Human Resource email** hr@lta.gov.ws **or** www.lta.gov.ws
Legislative Assembly	AA001661	**Samoa Handsard Reporter**	$27,559	31-Mar-2026	**ISS Division** Maota Tofilau Eti Alesana, Mulinuu iss@palemene.ws
Police, Prisons & Corrections	-	**Accounts Receivable Officer**	$23,199.00	30-Mar-2026	**HRM Section** 22222 ext 1050 or 1054 email: hr@police.gov.ws
"	-	**Office Assistant - Commissioners Office**	$18,545	30-Mar-2026	"
"	-	**Electrician (Air Conditioner Technician)** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$30,063	11-Apr-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	"
"	-	**Commander Dangerous Goods (1)** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$55,431	1-Apr-2026	"

"	-	**NECC Officer - National Emergency Call Centre Officer**	$17,934	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
"	-	**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 Airways	-	**Licensed Aircraft Engineer B1**	-	8-Apr-2026	**Human Resources Manager** Fetu-Ao Building. admin@samoaairways.com
"	-	**Licensed Aircraft Engineer B2**	-	8-Apr-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 Islands Forum Secretariat	-	**Director for Programmes & Initiatives**	-	27-Mar-2026
"	-	**Programme Coordinator**	-	17-Apr-2026
For more information about PIFS visit www.forumsec.org				
"	-	**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/				

Samoa Australia Tautai	-	**Evaluator National Systems - Samoa**	-	12-Apr-2026
Contact details: recruitment@TautaiPartnership.org				
Secretariat of the Pacific Community (SPC)	-	**Team Leader - Planning, Minutoring, Evaluation, Learning (PMEL) and Adaptive Management**	-	29-Mar-2026
"	-	**Food Systems Flagship Coordinator**	-	5-Apr-2026
"	-	**Project Manager - Digital Transformation**	-	6-Apr-2026
"	-	**Senior Statistics - (Knowledge and Engagement)**	-	12-Apr-2026
"	-	**Senior Officer - Knowledge and Engagement**	-	12-Apr-2026
Further information, see : https://csreers.spc.int				
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
"	-	**Renovation of the Tuvalu E-Waste and Recyclable Storage Facility** (Readvertisement)	-	27-Mar-2026
"	-	**Development of Regional/ Sub-Regional Mitigation Concept Note for multilateral "climate change" donors**	-	30-Apr-2026
Further information, see : https://www.sprep.org/tenders				

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.

WUYI University Scholarships for Pacific Island Countries 2026

The Government of the People's Republic of China in partnership with the Government of Samoa is inviting suitable candidates from Samoa to apply for **three (3) scholarship awards** to pursue **undergraduate OR postgraduate studies at Wuyi University in Guangdong Province, China for 2026** in the following programs:

Major	Degree	Program Duration	Teaching Language
Communication Engineering (Emergency Communication and Emergency Command)	Undergraduate	4 years	English
Information and Communication Engineering	Postgraduate	3 years	English
Management Science and Engineering	Postgraduate	3 years	English
Mechanical Engineering	Postgraduate	3 years	English
Civil Engineering and water conservancy	Postgraduate	3 years	English
Electronic Information	Postgraduate	3 years	English

The opportunity is for a Bachelor's and Postgraduate degree education to develop high-quality, versatile professionals who meet the global governance needs. **The scholarship covers tuition, on-campus accommodation, medical insurance, and allowances. However, the student will be responsible for their own round-trip airfare**. The program is offering only three (3) positions for students who are interested.

Specific Eligibility Criteria:
Must be a Samoan citizen and be in good health both mentally and physically.
Must be **18 years and above** when applying
-Applicants **must also provide the following documents**:
1.Completed Application Form for International Students (available from PSC Office)
2.Scanned page of Passport Page (must be valid for one year)
3.Notarized High School Graduation Certificate and Transcripts
4.Police Report
5.Foreigner Physical Examination Form
6.Applicants must be high school graduates or above
7.Student applicants must provide a Confirmation Letter issued by the School
8.Working applicants must provide a Confirmation Letter issued by the Employing Agency
9.Two (2) letters of Recommendation
10.Personal Statement containing personal information with no less than 500 words
11.Four (4) Passport photos (for Undergraduate applicants)
12.Eight (8) Passport photos (for Postgraduate applicants)

The completed application forms with all the supporting documents as mentioned above must be submitted to:
The Public Service Commission Office
Level 2, Government Building (FMFM II)
Matagialalua
Apia
SAMOA

Please email scholarships@psc.gov.ws or call in to the PSC Office at the Government Building, Level 2, for further information or clarification.

For more information, please visit https://www.wyu.edu.cn/wsc/info/1709/7590.htm

Deadline for submission of **application with attachments** to the Public Service Commission Office, Level 2 FMFM II Government Building is: **Friday 22nd May 2026 at 4:30pm**

E. Public Notices

Ministry of Communication & Information Technology

Accident Compensation Corporation

Ministry of Health

Ministry of Health
Matagaluega ole Soifua Maloloina

Taiala
MO LE FUAFUAINA TATAU O TAUMAFA
mo SAMOA

Taumafa ituaiga meaai eseese mai vaega e tolu o meaai, i aiga taitasi.

Inu ia lava vai mama ma saogalemu i aso uma.

Taumafa fualaauaina taumafa mata ma fualaauaina faisua e lima (5) pe sili atu i aso uma.

Toto, fafaga ma faaaoga meaai mai au faatoaga ma lafu manu.

Gaosia pe filifili meaai ma vai inu e laititi ai le masima, suka male gao.

Siaki ma faamaonia faamatalaga tusitusia tau taumafa tatau o loo i luga o oloa.

Faasusu pepe na o le suasusu o tinā, mo le uluai 6 masina, ma faaauau mo le 2 tausaga pe sili atu.

Teu lelei meaai uma e pei o meaai taumafa mata, meaai tuu aisa ma meaai ua vela.

Fafaga pepe ma fanau iti mai le 6 masina i meaai tatau ma talafeagais.

Fufulu lima i vai mama ma le fasi moli poo le vailaau fufulu lima (sanitizer) ae lei saunia ma taumafaina meaai.

Refer to
FOOD & NUTRITION RESOURCE BOOKLET
or ***Scan QR CODE*** for more information.

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

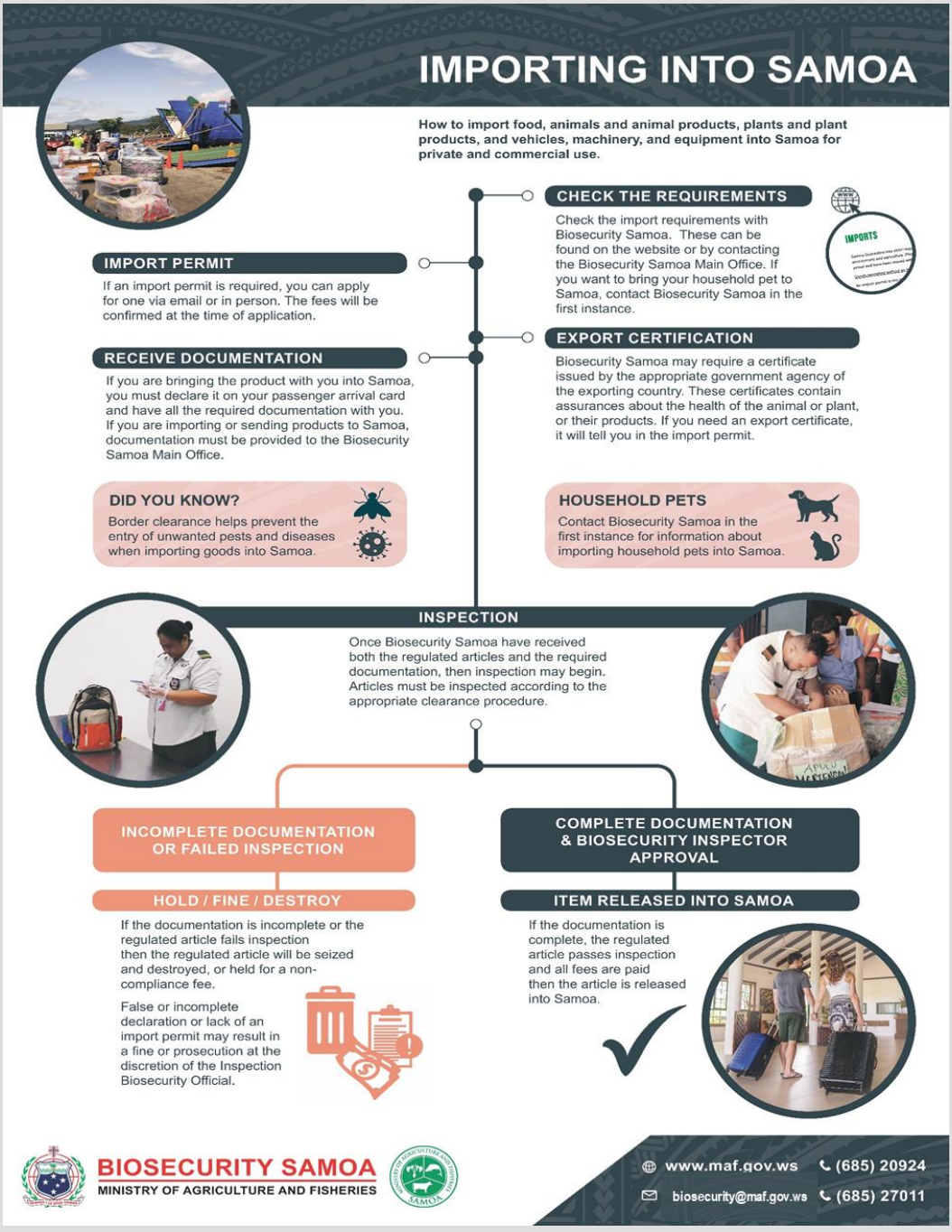
Ministry of Women, Community & Social Development

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