PUBLIC SERVICE OFFICIAL CIRCULAR

Issued weekly by the Public Service Commission *Issue 18/2026, 15th May 2026*

But seek first the kingdom of God and His righteousness, and all these things shall be added to you.

Matthew 6:33

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** **(Re-advertisement: Previous Applicants NEED NOT re-apply)**	$94,624	21-May-2026
Sports & Recreation	SR000005	**ACEO Assets and Facilities Management** **(Re-advertisement: Previous Applicants NEED NOT re-apply)**	$94,624	21-May-2026
Women, Community & Social Development	WS002600	**ACEO Economic Empowerment**	$94,624	21-May-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** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A16** $55,431	28-May-2026	**HR** mochr@revenue.gov.ws
Education & Culture	EC000155	**Senior Education Officer - School Personnel** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A12** $34,438	28-May-2026	**Main Office** Malifa Compound hr@mesc.gov.ws
"	EC000038	**Accounts Officer Payable**	**A4** $10,534	28-May-2026	"
"	EC000016	**Senior Payroll Officer**	**A5** $12,714	28-May-2026	"
Finance	FI003145	**Accounting Officer**	**A10** $27,559	28-May-2026	**HR & Admin,** Level 4, CBS Building hr-admin@mof.gov.ws
"	FI003199	**Building Manager - FMFMII** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A17** **$**67,845	28-May-2026	"
"	FI003238	**Senior Budget Officer - Forecasting** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A14** $42,358	28-May-2026	"

"	FI003605	**Principal Domestic Debt Management Officer**	**A17** $67,845	28-May-2026	"
Foreign Affairs & Trade	FT002076	**Senior Accounts/Administration Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A12** $34,438	28-May-2026	**Sarona Tanielu - Tomane** Level 3, Govt Building sarona.tomane@mfat.gov.ws
"	FT000354	**Office Assistant**	**A5** $12,714	28-May-2026	"
Health	MH001235	**Health Information System Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A10** $27,559	28-May-2026	**Siaeauli Siaea** Motootua siaeauli.siaea@health.gov.ws
"	MH001965	**Senior Health Promotion Officer (Strategy & Program Development)**	**A14** $42,358	28-May-2026	"
"	MH001716	**Driver - Lufilufi DH** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A4** $10,534	28-May-2026	"
"	MH001247	**Senior Port Health Officer - Seaport**	**A14** $42,358	28-May-2026	"
"	MH001476	**Senior Procurement Officer - Clinical**	**A12** $34,438	28-May-2026	"
"	MH001970	**Orderly Porter**	**A4** $10,534	28-May-2026	"
"	MH001971	**Security Officer - TTM**	**A4** $10,534	28-May-2026	"
"	MH001102	**Nightwatchman**	**A4** $10,534	28-May-2026	"
"	MH001478	**Senior Medical Laboratory Technician - Serology**	**A14** $42,358	28-May-2026	"
"	MH001972	**Senior Radiographer - General**	**A14** $42,358	28-May-2026	"
"	MH001052	**Senior Health Education and Promotion**	**A11** $30,896	28-May-2026	"
"	MH001249	**Port Health Officer**	**A10** $27,559	28-May-2026	"
"	MH001507	**Asset Accounting Officer**	**A10** $27,559	28-May-2026	"
"	MH001073	**Environmental Health Officer - OH Chemical Control**	**A10** $27,559	28-May-2026	"
"	MH001980	**Senior Pharmacy Technician (Outpatient Dispensary) Level 1**	**A8** $21,086	28-May-2026	"
"	MH001979	**Ward Clerk**	**A7** $17,934	28-May-2026	"
"	MH001369	**Phlebotomist**	**A7** $17,934	28-May-2026	"
"	MH001981	**Administrative Clerk - MTII**	**A7** $17,934	28-May-2026	"
"	MH001973	**Assistant Radiographer - General Imaging/Mobile**	**A7** $17,934	28-May-2026	"
"	MH001974	**Assistant Mammographer**	**A7** $17,934	28-May-2026	"

"	MH001279	**Receptionist - MID**	**A5** $12,714	28-May-2026	"
"	MH001493	**Accounts Clerk**	**A5** $12,714	28-May-2026	"
"	MH001982	**Security Officer - MT2**	**A4** $10,534	28-May-2026	"
"	MH001514	**Assistant Carpenter - MTII**	**A4** $10,534	28-May-2026	"
"	MH001976	**Assistant Carpenter - TTM**	**A4** $10,534	28-May-2026	"
"	MH001975	**Medical Records Clerk - MT2**	**A4** $10,534	28-May-2026	"
"	MH001882	**Medical Records Clerk**	**A4** $10,534	28-May-2026	"
Justice & Courts Administration	JC002418	**Senior IT Support Officer**	**A13** $38,397	28-May-2026	**Raeinah Fania** Mulinuu raeinah.fania@mjca.gov.ws
"	JC003419	**Senior Data Analyst Officer**	**A13** $38,397	28-May-2026	"
Lands & Survey	LS000058	**Draughtsman**	**A7** $17,934	28-May-2026	**Leati Toetu Lafoai** Tuanaimato l.toetu@mls.gov.ws
Public Service Commission	PS003062	**Senior Scholarship Officer - HRD** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A14** $42,358	21-May-2026	**Main Office** Level 2, Govt Building www.psc.gov.ws/employment/internal-vacancies/
Revenue	RE002509	**Records & Data Entry clerk**	**A4** $10,534	28-May-2026	DBS Building, Level 4 hr@revenue.gov.ws **OR** www.revenue.gov.ws
"	RE002414	**Senior Collections Officer - SME**	**A12** $34,438	28-May-2026	"
Sports & Recreation	SR000091	**Driver - CEO** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A5** $12,714	28-May-2026	**Tuna Bryce Viali** Tuanaimato Aquatic Center tbryce@msr.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 **28th May, 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
Education & Culture	EC000037	**Senior Accounts Officer Payable**	**A5** $12,714	**Laufaifaitonga Silipi
"	EC000026	**Senior Payroll Officer**	**A5** $12,714	**Fatima Aniseko
"	EC001029	**Orchestra Musician Viola**	**A4** $10,534	**Frank Lafaitele
"	EC001029	**Orchestra Musician Violinist**	**A4** $10,534	**Naamaia Lele
"	EC001029	**Orchestra Musician Tenor**	**A4** $10,534	**Raymond Luatua

"	EC001029	**Orchestra Musician Soprano**	**A4** $10,534	**Katenari Aso Leo
"	EC001029	**Orchestra Musician Alto**	**A4** $10,534	**Apelu Sulumanaia
Natural Resources & Environment	NE003348	**Forestry Research & Development Officer**	**A10** $27,559	**Selesitoa Talosaga Talivaa
"	NE001036	**Receptionist**	**A4** $10,534	**Norma Lloyd Wendt

**** 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: 12th May 2026				
Education & Culture	EC000543	**Principal Palauli Primary**	$58,304	^^Tele'a Ta'a'au
Education & Culture	EC000277	**Principal Asau Primary**	$58,304	^^Matalope Metotisi
Education & Culture	EC000281	**Principal Auala Primary School**	$58,304	^^Va Pauulu
Education & Culture	EC000707	**Principal Sapapalii Primary**	$58,304	^^Kamisi Tavita
Education & Culture	EC000659	**Principal Salelavalu Primary School**	$58,304	^^Talosaga Failauga
Commencement Date: 18th May 2026				
Education & Culture	EC000552	**Principal Palauli Sisifo College**	$67,845	^^Taaitulagi Fuatea
Education & Culture	EC000408	**Principal Lona Primary School**	$58,304	^^Verra Lauese
Education & Culture	EC000404	**Principal Lalomauga Primary School**	$58,304	^^Pulemaava Vailalo
Customs	CU000003	**ACEO Border Protection & Enforcement**	$94,624	^^Henry Junior McCarthy
Commencement Date: 25th May 2026				
Foreign Affairs & Trade	FT001791	**ACEO Trade Division**	$94,624	^^Henry Tunupopo

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	AG000735	**Driver**	**A4** $10,534	Faasao Faavale
"	AG003451	**Stockman - Lemafa**	**A6** $15,147	Punefu Faaletonu

"	AG003497	**Animal Health Officer**	**A10** $27,559	Sone Papalii
"	AG003438	**Administration Clerk**	**A4** $10,534	Sailalelei Lila
Education & Culture	EC000763	**School Library Assistant - Savai Sisifo College**	**A5** $12,714	Malaeula Tili
"	EC001005	**School Library Assistant - Fasitoo Uta Primary School**	**A5** $12,714	Afioga Taauso
"	EC001004	**School Library Assistant - Falefa Primary School**	**A5** $12,714	Uliuli Lusiano Sau Togafau
"	EC001025	**School Library Assistant - Vaisala Primary School**	**A5** $12,714	Annastasia Masivao
"	EC000259	**School Library Assistant - Anoamaa College**	**A5** $12,714	Nuulopa Talatofi
"	EC000386	**School Library Assistant - Itu Asau College**	**A5** $12,714	Ioreka Tuvale
Finance	FI003282	**Driver**	**A4** $10,534	Semi Perive Sooalo Faleafa
Foreign Affairs & Trade	FT002187	**Principal Foreign Service Officer - RRD**	**A16** $55,431	Dorothy Anetone
"	FT002164	**Senior Foreign Services Officer - Regional Relations**	**A12** $34,438	Silafai Chong Wong
Justice & Courts Administration	JC003352	**Records Assistant Officer**	**A5** $12,714	Maluilelagi Bravo Saufoi
Natural Resources & Environment	NE003313	**Senior Waste Management Officer**	**A13** $38,397	Lleyton Utupo
"	NE003314	**Waste Planning and Policy Officer**	**A10** $27,559	Momo'e Lauese
"	NE001010	**Landfill Assistant - Tafaigata**	**A4** $10,534	Agalelei Esau Vou
"	NE003447	**Landfill - Vaiaata**	**A4** $10,534	Kalala Filipo Lui Saupo
Office of the Regulator	RG000007	**Principal Spectrum & Technical Analyst**	**A16** $55,431	Tuuaga Aviata
Samoa Bureau of Statistics	BS001054	**Registry Officer - BDM Savaii**	**A8** $21,086	Elalaumate Taateo Levae

B. Public Sector/Other Agencies

VACANCIES

Contract Positions

Sector/Office	Vacancy Code	Position Title	Salary Grading (p.a max)		Contact Details:
Accident Compensation Corporation (ACC)	-	**Principal Claims and Investigation Officer**	$66,868.00	21-May-2026	**ACC Office** Level 5, ACC House info@acc.gov.ws or admin@acc.gov.ws
"	-	**Manager - Fugalei Market**	$94,626.00	21-May-2026	"
Electric Power Corporation	-	**Manager Corporate Governance**	$94,625	22-May-2026	**Corporate Services** TATTE Building, SOGI tinais@epc.ws or corporate@epc.ws

"	-	**Overseer - Power Generation (Savaii)**	$72,946	22-May-2026	"
"	-	**Chief Engineer - National Control Diispatching Centre (NCDC - Fuluasou)**	$94,625	22-May-2026	"
"	-	**Supervisor Accounts/Financial Reporting**	$75,332.00	5-Jun-2026	"
Land Transport Authority	-	**Land Surveyor** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$72,447.02- $94,377.64	25-May-2026	**Human Resource** **email** hr@lta.gov.ws **or** www.lta.gov.ws
National University of Samoa	-	**Instructional Designer (Open Distance Learning Unit)** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$52,366pa - $57,398	27-May-2026	**HR Section** NUS, Main Office hr@nus.edu.ws or www.nus.edu.ws
Samoa Water Authority	-	**Engineer Planning & Design**	$3,388	23-May-2026	**Human Resource Division** 2nd Floor TATTE Building, hr@swa.gov.ws
"	-	**INTERNAL AUDITOR** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$94,624	5-Jun-2026	"
Samoa Airport Authority	-	**Principal Officer - HR Research, Training & Planning**	$65,651	29-May-2026	**HR Division** **Phone** 23201 ext 126 **email** enquiries-hr@saa.ws | rwright@saa.ws **web:** www.samoaairports.com
"	-	**Principal Officer -Air Conditioning & Refrigeration**	$65,651	29-May-2026	"
"	-	**Senior Electrical Officer**	$34,438	29-May-2026	"
Samoa Tourism Authority	-	**Manager - Sales & Marketing**	$94,624.38	25-May-2026	**Soara Siamomua** or **Buffy Tupuola Fuatau** STA Main Office soara@samoa.travel or buffy@samoa.travel

Permanent Positions

Sector/Office	Vacancy Code	Position Title	Salary Grading (p.a max)	Deadline	Contact Details:
Development Bank of Samoa	-	**Finance Officer** (Re-advertisement: Previous Applicants NEED NOT re-apply)	$21,307 - $36,870	22-May-2026	**Luuga Pinati** Development Bank of Samoa luugap@dbsamoa.ws
"	-	**Office Cleaner** Savaii	$10,067.00	22-May-2026	"
Central Bank of Samoa (CBS)	-	**Research Officer**	$19,370.93	21-May-2026	**HR Department** Ground Floor, CBS Building hr@cbs.gov.ws
"	-	**IT Officer**	$31,303.00	21-May-2026	"
Electric Power Corporation	-	**Plant Operator Trainee (Savaii)**	$11,259.00	22-May-2026	**Corporate Services** TATTE Building, SOGI tinais@epc.ws or lenem@epc.ws
"	-	**Administration/Accounts Officer (Savaii)**	$22,195.00	22-May-2026	"
Land Transport Authority	-	**Senior Engineering – Maintenance & Construction** (Re-advertisement: Previous Applicants NEED NOT re-apply)	$29,555.19 - $44,849.95	20-May-2026	**Human Resource** **email** hr@lta.gov.ws **or** www.lta.gov.ws
"	-	**(3) Engineering Officer - Road Operations** (Re-advertisement: Previous Applicants NEED NOT re-apply)	$17,838.84 - $28,545.89	20-May-2026	"

"	-	**Engineering Officer - Project Management** (Re-advertisement: Previous Applicants NEED NOT re-apply)	$17,838.84 - $28,545.89	20-May-2026	"
"	-	**Driver** (Re-advertisement: Previous Applicants NEED NOT re-apply)	$17,838.84 - $22,287.23	20-May-2026	"
"	-	**Certifying Officer**	$17,838.84 - $28,545.89	27-May-2026	"
"	-	**Assets Officer**	$17,838.84 - $28,545.89	27-May-2026	"
"	-	**Laboratory Technician**	$13,581.71 - $22,287.23	2-Jun-2026	"
National University of Samoa	-	**Dean - Faculty of Science**	$94,624pa - $100,538	27-May-2026	**HR Section** NUS, Main Office hr@nus.edu.ws or www.nus.edu.ws
"	-	**Assistant Electrician** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$21,087pa - $27,559	27-May-2026	"
"	-	**IT User Services Officer**	$28,392.00pa - $36,417	27-May-2026	"
Police, Prisons & Corrections	-	**Constables - (New Recruit) Male Only**	$18,545	28-May-2026	**HRM Section** 22222 ext 1050 or 1054 email: hr@police.gov.ws
"	-	**Electrician (Air Conditioner Technician)** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$30,063	28-May-2026	"
Samoa Water Authority	-	**Senior Laboratory Technician**	$34,600	23-May-2026	**Human Resource Division** 2nd Floor TATTE Building, hr@swa.gov.ws
"	-	**Engineer Officer Drilling** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$51,960	23-May-2026	"
"	-	**Customer Service Officer – CALL CENTRE** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$27,109	23-May-2026	"

C. International/Regional Agencies

Sector/Office	Vacancy Code	Position Title	Salary Grading (p.a max)	Deadline
DT Global	-	**STA - Electronic Vehicle Skills Qualifications Development Samoa**	-	17-May-2026
"	-	**STA - Planning, Research & Information Analysis, Policy and Development Projects Framework Review Samoa**	-	17-May-2026
Link here: https://lde.tbe.taleo.net/lde01/ats/careers/v2/searchResults?org=URSAUS&cws=39				
Secretariat of the Pacific Community (SPC)	-	**Coordinator - Editing, Design and Rapporteuring** Noumea-based	-	17-May-2026
"	-	**Director - Human Rights and Social Development** Suva-based	-	24-May-2026
"	-	**Monitoring Evaluation and Learning (MEL) Officer** Suva-based	-	24-May-2026
"	-	**Senior Officer - Pacific Way** Suva-based	-	31-May-2026
Further information, see : https://careers.spc.int				
Secretariat of the Pacific Regional Environment Programme (SPREP)	-	**Non-governmental organisation to support the implementation of the Building Our Loss and Damage (BOLD) Response Project**	-	22-May-2026
"	-	**Expression of Intrest - Graphics Design Services**	-	22-May-2026

"	-	**Consultant to Develop a Sustainable Financing Strategy for the Noumea Convention**	-	26-May-2026
"	-	**Development of the Strategic Roadmap for Capacity Development of Pacific Meteorological & Hydrological Services 2026-2035**	-	18-May-2026
"	-	**Leadership and Management Programme for National Meteorological & Hydrological Services**	-	28-May-2026
Further information, see : https://www.sprep.org/tenders				
Samoa Australia Tautua	-	**Education Technical Lead**	-	17-May-2026
Please visit https://www.tautuapartnership.ws/vacancies for the full Terms of Reference (TOR).				
Samoa Australia Tautai	-	**Human Resource Systems & Organisational Development Adviser**	-	18-May-2026
Contact details: recruitment@TautaiPartnership.org				

D. Training/Scholarship Opportunities

MOFCOM Masters and Doctoral CSC Scholarship Program 2026!

The Government of The People's Republic of China through its Ministry of Commerce of People's Republic of China (MOFCOM) is offering Master's and Doctoral Scholarships for interested applicants under the MOFCOM Scholarship CSC Program 2026.

Eligibility criteria:
- Candidate must be a Samoan citizen
- Candidates must be under the age of 45
- Candidates should possess a Bachelor's degree or higher
- A minimum of three-year professional experience

Application form and detailed instructions can be found online (visit www.campuschina.org, click "Scholarship Application for Students").

Interested applicants are to submit their applications through the online portal and provide a copy of their completed application at our PSC office by **Monday 18th May, 2026.**
Please email scholarships@psc.gov.ws or call in to the PSC Office at the Government Building, Level 2, for further information or clarification.

2027 JAPANESE GOVERNMENT (MEXT) SCHOLARSHIP PROGRAM – CALL FOR APPLICATIONS!

The Government of Japan through the Ministry of Education, Culture, Sports, Science and Technology (MEXT), is pleased to invite eligible Samoan Nationals to apply for the 2027 MEXT Scholarship Programs for the following programs:
1. Research students
2. Undergraduate students
3. Specialized Training College Students
4. College of Technology Student (Kosen) students

Applications guidelines and forms are available in the URL below:
https://www.ws.emb-japan.go.jp/itpr_ja/11_000001_00476.html

Submission of Applications
Please submit your completed application (hard copy) with supporting documents to the Embassy of Japan Office.
Application Deadline: Friday 5th June 2025 (5:00 PM)

*Late submissions will not be considered

Enquiries
All enquiries relating to MEXT scholarships should be directed to:
The Embassy of Japan
Level 2, B-Building, SNPF Plaza Savalalo, Apia
Email: japanese.embassy@ap.mofa.go.jp
Phone: +685-21187
Website: https://www.ws.emb-japan.go.jp/itpr_ja/11_000001_00476.html

MOFCOM Masters and Doctoral Scholarship Programs 2026!

Are you ready to take your academic journey to the next level?

Scholarship Opportunities for Master and Doctoral Studies in China is now open – but closing soon.

To support interested applicants, we invite you to attend an **Information and Q&A session for the MOFCOM MASTERS AND DOCTORAL SCHOLARSHIPS** as follows:

Date: Thursday 21st May 2026
Venue: Samoa Shipping Services Ltd, Savalalo
Time: 10:00am – 1:00pm

What to Expect
The information session will cover:
- Scholarship eligibility requirements
- Fields of study available
- Scholarship benefits and coverage
- Enrolment plans
- Application and Selection process

Representatives from the **Chinese Embassy** and the **Public Service Commission – Human Resource Development Division**, will be present to provide guidance and answer your questions.

Why Apply?
Dream big – without worrying about financial barriers.

The China MOFCOM Scholarships provides a life-changing opportunity to:
- Advance your academic and professional goals.
- Gain international experience.
- Build skills to contribute to national development.

Whether you inspire to innovate, lead change or make a lasting impact in your field, this is your opportunity to make it happen.
Take the Next Step
Don't miss out on this fully funded opportunity.
Join the session, get informed, and start your application journey today.

Ministry of Communication & Information Technology

Accident Compensation Corporation

Public Trust Office

Ministry of Health

Ministry of Commerce, Industry & Labour

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

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.

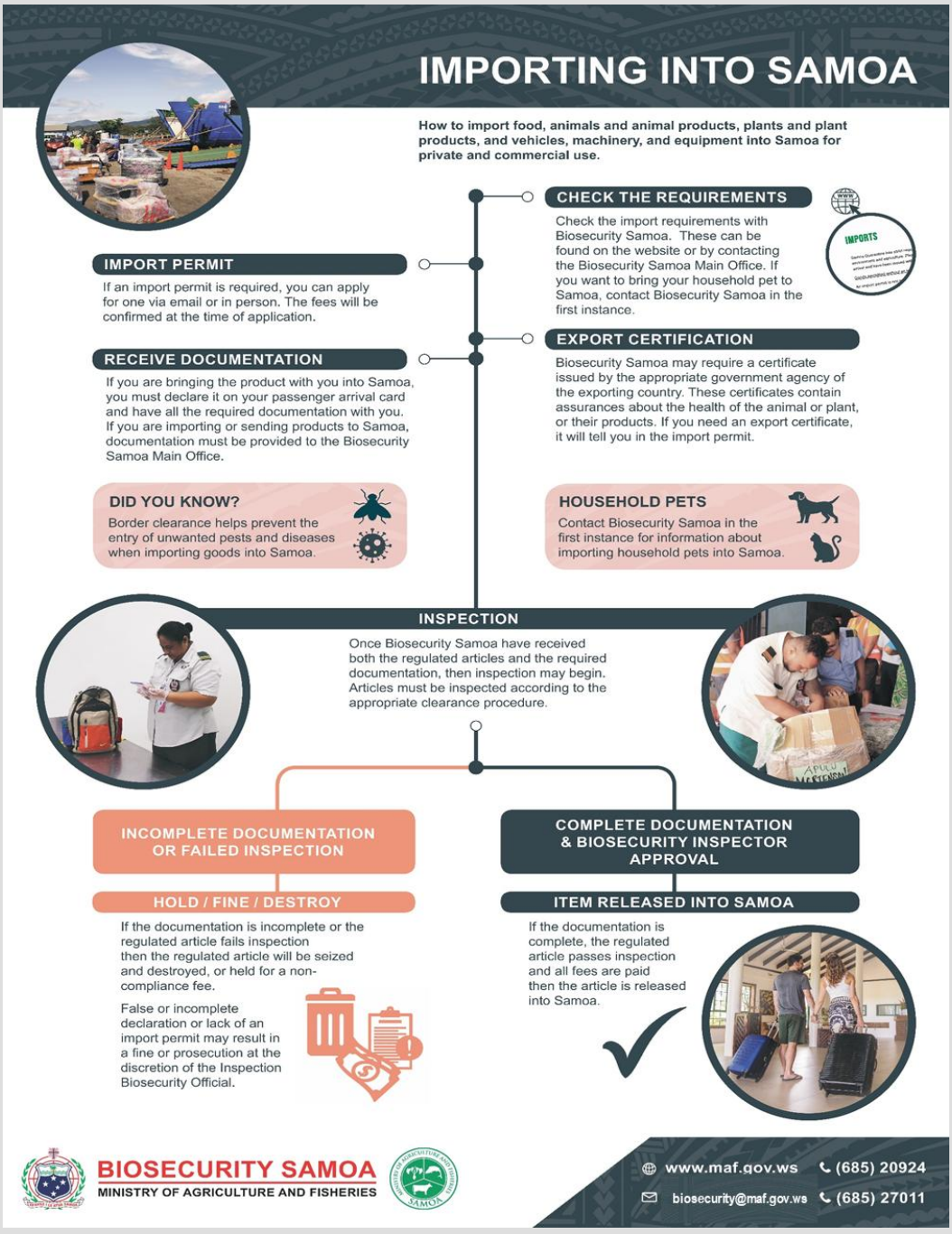
Contact us on telephone line 21611 or visit our website at www.mwti.gov.ws

Ministry of Women, Community & Social Development

Samoa Qualifications Authority

Ministry of Agriculture & Fisheries

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