PUBLIC SERVICE OFFICIAL CIRCULAR

Issued weekly by the Public Service Commission | *Issue 19/2026, 22nd May 2026*

Then He took the cup, and gave thanks, and gave it to them, saying, "Drink from it, all of you. For this is My Blood of the new covenant, which is shed for many for the remission of sins."

Matthew 26:27-28

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
Communications & Information Technology	CT002695	**Manager ICT Systems & Program Management** **(Re-advertisement: Previous Applicants NEED TO re apply)**	$94,625	19-Jun-2026
Health	MH001232	**ACEO Health IT and Communicaiton Services** **(Re-advertisement: Previous Applicants NEED TO re-apply)**	$94,624	19-Jun-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:
Works, Transport & Infrastructure	WIP26001	**Senior Procurement Officer**	**A13** $38,397	5-Jun-2026	**Mele Nofoasaefa** TATTE Building, Level 4 mele.nofoasaefa@mwti.gov.ws
"	WIP26002	**Senior Financial Management Officer**	**A13** $38,397	5-Jun-2026	"
"	WIP26003	**Senior Safeguards Officer**	**A13** $38,397	5-Jun-2026	"
"	WIP26004	**Senior Monitoring and Evaluation Officer**	**A13** $38,397	5-Jun-2026	"

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:
Agriculture & Fisheries	AG003682	**Fisheries Assistant**	**A5** $12,714	5-Jun-2026	**Henrietta Mano,** TATTE Building, Level 4 henrietta.mano@maf.gov.ws
Education & Culture	EC001190	**Senior TVET Curriculum Officer - Visual Art**	**A13** $38,397	5-Jun-2026	**Main Office** Malifa Compound hr@mesc.gov.ws

"	EC001228	**Senior TVET Curriculum Officer - Design Technology (Carpentry and joinery)**	**A13** $38,397	5-Jun-2026	"
"	EC000226	**School Library Assistant Aana II College**	**A5** $12,714	5-Jun-2026	"
"	EC000254	**School Library Assistant Amoa College**	**A5** $12,714	5-Jun-2026	"
"	EC000434	**School Library Assistant Leififi College**	**A5** $12,714	5-Jun-2026	"
"	EC001016	**School Library Assistant Saina / Toamua Primary School**	**A5** $12,714	5-Jun-2026	"
"	EC000429	**School Library Assistant Matautu Lefaga Primary School**	**A5** $12,714	5-Jun-2026	"
"	EC000987	**Senior Digitization Technician**	**A12** $34,438	5-Jun-2026	"
Finance	FI003222	**Business Data Analyst**	**A12** $34,438	5-Jun-2026	**HR & Admin,** Level 4, CBS Building hr-admin@mof.gov.ws
Health	MH001983	**Fixed Asset Clerk**	**A4** $10,534	5-Jun-2026	**Siaeauli Siaea** Motootua siaeauli.siaea@health.gov.ws
Public Service Commission	PS003067	**Senior Promotions & Awareness Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A14** $42,358	5-Jun-2026	**Main Office** Level 2, Govt Building www.psc.gov.ws/employment/internal-vacancies/
Samoa Bureau of Statistics	BS001092	**Senior Officer - Questionnaire Design**	**A13** $38,397	5-Jun-2026	**Patricia Tuugafala** Level 1, Gov't Building patricia.tuugafala@sbs.gov.ws
"	BS001096	**Registry Officer**	**A8** $21,086	5-Jun-2026	"
"	BS001055	**Cashier - BDM Savaii**	**A5** $12,714	5-Jun-2026	"
Works, Transport & Infrastructure	WI003113	**Civil Enginner - Roads & Infrastructure** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A17** **$**67,845	5-Jun-2026	**Mele Nofoasaefa** TATTE Building, Level 4 mele.nofoasaefa@mwti.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 **5th June, 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
Commerce, Industry & Labour	CL002531	**ICT Network Officer**	**A12** $34,438	**Moana Elizabeth Vaoifi
Finance	FI003253	**Principal Investigation Officer**	**A17** **$**67,845	**Mary Ma Chong Talouli
Foreign Affairs & Trade	FT002111	**Senior Foreign Service Officer**	**A12** $34,438	**Lagi Samuelu Misiluki
Public Service Commission	PS003017	**Principal Scholarship Officer**	**A17** **$**67,845	**Sigalo Asovale Kei
Works, Transport & Infrastructure	WI003160	**Principal Energy Policy & Sector Coordination Officer**	**A17** **$**67,845	**Koreti Leilani Matavao

**** 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: 2nd June 2026				
Education & Culture	EC001174	**Curriculum Science Specialist**	$67,845	^^Toefuataina Schmidt
Commencement Date: 25th May 2026				
Education & Culture	EC000486	**Principal Magiagi Primary School**	$67,845	^^Savelio Tasi Ifopo

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	AG003688	**Senior HR Officer - Capacity Development & Training**	**A12** $34,438	Erolini Teo
Customs	CU000011	**Principal Human Resources Officer**	**A16** $55,431	Josephine Andrew
Finance	FI003272	**Cleaner - FMFM11**	**A4** $10,534	Matalupe Talatonu
"	FI003268	**Cleaner FMFM11**	**A4** $10,534	Semiperive Samoa
"	FI003288	**Security Officer - FMFM11**	**A4** $10,534	Timoteo Tupuola
Health	MH001471	**Warehouse Assistant - Medicine**	**A8** $21,086	Robert Lee Lo
"	MH001496	**Accounts Clerk**	**A5** $12,714	Utulei Talatui
Justice & Courts Administration	JC003319	**Scanner Operator**	**A8** $21,086	Punipuao Joseph
"	JC003360	**Senior Land Mediator Officer**	**A12** $34,438	Lui Tuugamusu
Natural Resources & Environment	NE001043	**Mechanic - Asau**	**A4** $10,534	Tauaana Fia Malau
"	NE003529	**Mechanic - Maota**	**A4** $10,534	Willie Savea

B. Public Sector/Other Agencies

VACANCIES

Contract Positions

Sector/Office	Vacancy Code	Position Title	Salary Grading (p.a max)		Contact Details:

Electric Power Corporation	-	**Supervisor Accounts/Financial Reporting**	$75,332.00	5-Jun-2026	**Corporate Services** TATTE Building, SOGI tinais@epc.ws or corporate@epc.ws
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	-	**Internal Auditor**	$94,624	5-Jun-2026	**Human Resource Division** 2nd Floor TATTE Building, hr@swa.gov.ws
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 Fire & Emergency Services Authority	-	**Assistant Commisioner**	$94,624.00	19-Jun-2026	**Petroceilli Lokeni** SFESA Building, petrocelli.lokeni@sfesa.ws
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
Samoa National Provident Fund	-	**Assistant Manager Member Services**	$72,405/$87,912	12-Jun-2026	**Gaoa Faranifou** Level 1, Main SNPF Building gaoafaranifou@npf.ws
"	-	**Assistant Manager Properties**	$72,405/$87,912	12-Jun-2026	"

Permanent Positions

Sector/Office	Vacancy Code	Position Title	Salary Grading (p.a max)	Deadline	Contact Details:
Land Transport Authority	-	**Certifying Officer**	$17,838.84 - $28,545.89	27-May-2026	**Human Resource** **email** hr@lta.gov.ws **or** www.lta.gov.ws
"	-	**Assets Officer**	$17,838.84 - $28,545.89	27-May-2026	"
"	-	**Senior Engineering Officer - Maintenance & Construction**	$29,555.19 - $44,849.95	4-Jun-2026	"
Legislative Assembly	-	**Senior Information Technology Officer**	$38,397	8-Jun-2026	**ISS Division** Maota Tofilau Eti Alesana, Mulinuu iss@palemene.ws
"	-	**Driver**	$15,147	8-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 Fire & Emergency Services Authority	-	**Human Resources (HR) Officer**	$27,559	5-Jun-2026	**Jubin Simanu / Noel Lolani** SFESA Building, jubin.simanu@sfesa.ws, noel.lolanii@sfesa.ws
"	-	**Senior Station Officer - Safety**	$38,397	5-Jun-2026	"
"	-	**Maintenance Officer**	$27,559	5-Jun-2026	"
"	-	**National Emergency Call Centre (NECC) Clerk**	$13,656	5-Jun-2026	"
Samoa Airways	-	**Travel Consultant - Pago Pago Officer**	-	17-Jun-2026	**Human Resources** Fetu-Ao Building amariner@samoaairways.com lvailaau@samoaairways.com phone: 21261
Samoa Shipping Corporation Limited	-	**Leading Hand Fittter & Machining**	$38,396 - $41,366	29-May-2026	**Vandahlia Chong Wong** SSC Building, Matautu-Tai vandahlia@ssc.ws / 685-20935
"	-	**2x Welder**	$15,147 - $17,321	29-May-2026	"
"	-	**2x Mechnical Technician**	$15,147 - $17,321	29-May-2026	"
"	-	**Assistant Plumber**	$15,147 - $17,321	29-May-2026	"
"	-	**Assistnant Air Conditioning & Refrigeration**	$15,147 - $17,321	29-May-2026	"

C. International/Regional Agencies

Sector/Office	Vacancy Code	Position Title	Salary Grading (p.a max)	Deadline
Secretariat of the Pacific Community (SPC)	-	**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
"	-	**Environmental and Social Safequards (ESS) Officer** Noumea-based	-	14-Jun-2026
"	-	**Pacific Climate and Clean Air Coalition Coordinator**	-	14-Jun-2026
Further information, see : https://careers.spc.int				
Secretariat of the Pacific Regional Environment Programme (SPREP)	-	**Consultant to Develop a Sustainable Financing Strategy for the Noumea Convention**	-	26-May-2026
"	-	**Leadership and Management Programme for National Meteorological & Hydrological Services**	-	28-May-2026
Further information, see : https://www.sprep.org/tenders				

D. Training/Scholarship Opportunities

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.

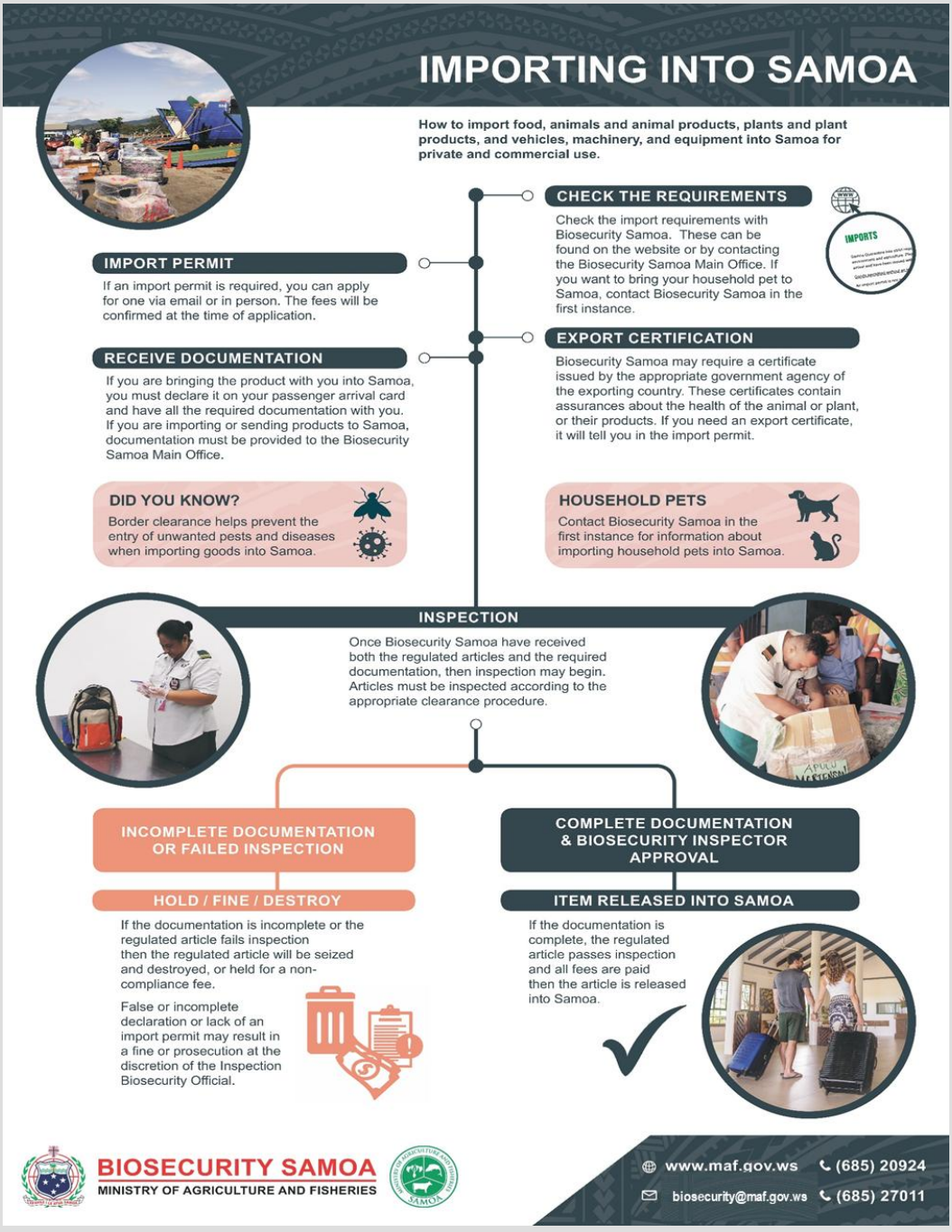
Contact us on telephone line 21611 or visit our website at www.mwti.gov.ws

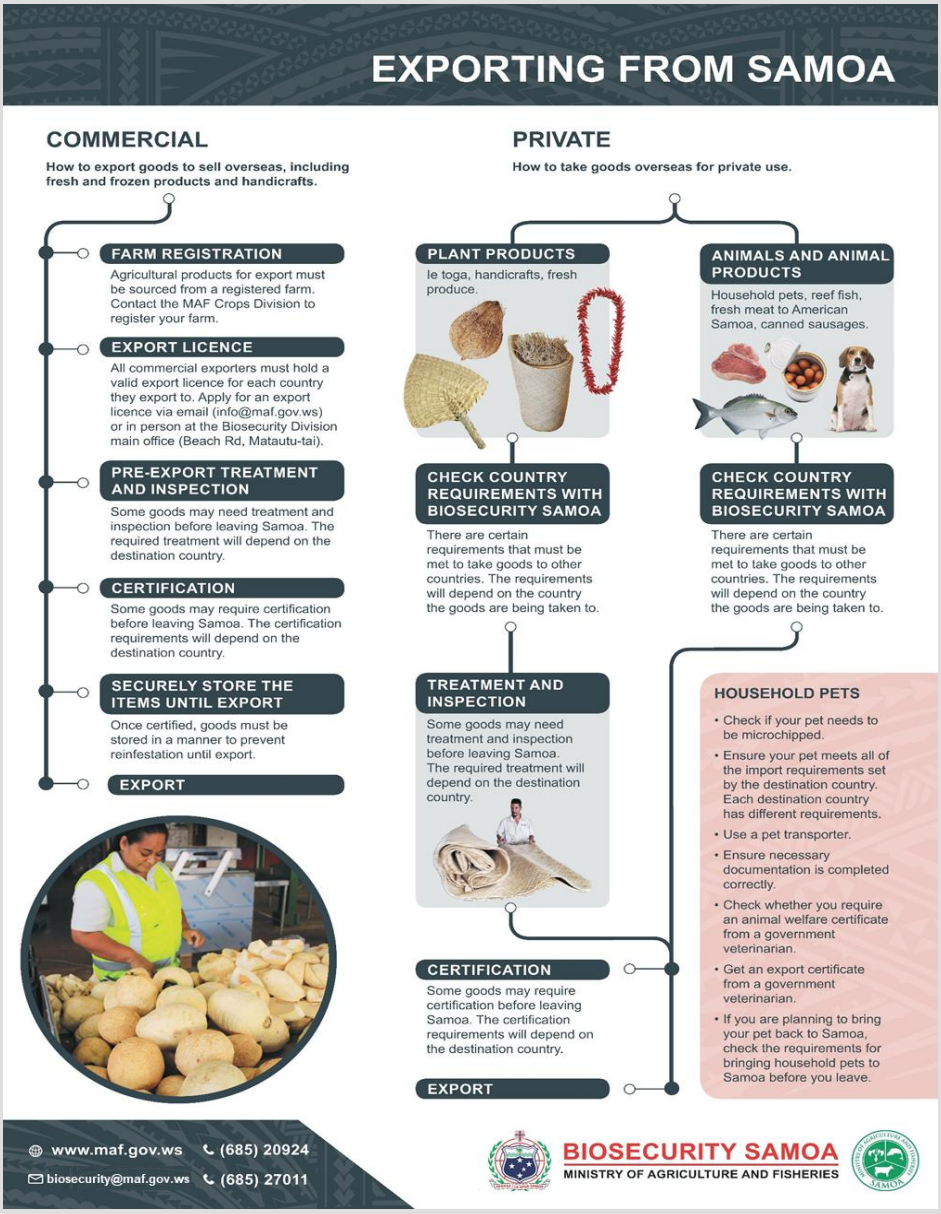
Ministry of Women, Community & Social Development

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
le 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