PUBLIC SERVICE OFFICIAL CIRCULAR

Issued weekly by the Public Service Commission *Issue 21/2026, 6th June 2026*

It shall come to pass in that day that his burden will be taken away from your shoulder, and his yoke from your neck, and the yoke will be destroyed because of the anointing oil.

Isaiah 10:27

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	AG001654	**ACEO Policy Development, Planning and Communication**	$94,625	3-Jul-2026
Communications & Information Technology	CT002695	**Manager ICT Systems & Program Management** **(Re-advertisement: Previous Applicants NEED NOT TO re apply)**	$94,625	19-Jun-2026
Education & Culture	EC001102	**ACEO Performance Development**	$94,625	3-Jul-2026
"	EC001088	**Orchestra Director**	$67,845	3-Jul-2026
Foreign Affairs & Trade	FT002319	**Manager Overseas Missions**	$74,335	3-Jul-2026
Health	MH001232	**ACEO Health IT and Communicaiton Services** **(Re-advertisement: Previous Applicants NEED NOT TO re-apply)**	$94,624	19-Jun-2026
Natural Resources & Environment	NE003755	**ACEO Internal Auditor**	$94,624	3-Jul-2026
"	NE002474	**ACEO Waste Management and Pollution Control Division**	$94,624	3-Jul-2026
Prime Minister & Cabinet	PM002647	**ACEO Corporate Services** **(Re-advertisement: Previous Applicants NEED NOT TO re-apply)**	$94,624	12-Jun-2026
Family & Social Affairs	WS004057	**ACEO Sector Coordination & Community Engagement**	$94,624	3-Jul-2026
"	WS000614	**ACEO Women, Men & Gender Development**	$94,624	3-Jul-2026
"	WS002600	**ACEO Children, Youth & Family Development, previously known as ACEO Economic Empowerment** **(Re-advertisement: Previous Applicants NEED TO re-apply)**	$94,624	19-Jun-2026
"	WS003205	**ACEO Research Policy & Planning** **(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

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:
Finance	FI003199	**Building Manager - FMFMII** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A17** **$**67,845	19-Jun-2026	**HR & Admin,** Level 4, CBS Building hr-admin@mof.gov.ws
"	FI003145	**Accounting Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A10** $27,559	19-Jun-2026	"
Natural Resources & Environment	NE003291	**Capacity Building Officer**	**A10** $27,559	19-Jun-2026	**Lua Faagu Asi-Tua** TATTE Building, Level 3 lua.tua@mnre.gov.ws or admin@mnre.gov.ws
Public Service Commission	PS003065	**Senior HR Officer (M&E - PMS and R&S)** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A14** $42,358	19-Jun-2026	**Main Office** Level 2, Govt Building hr@psc.gov.ws
Samoa Bureau of Statistics	BS001168	**Principal Statistical Officer**	**A17** **$**67,845	19-Jun-2026	**Main Office** Level 1, Gov't Building hr@sbs.gov.ws
"	BS001164	**Senior Statistician - Environment Unit**	**A14** $42,358	19-Jun-2026	"
"	BS001092	**Senior Officer - Questionnaire Design** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A13** $38,397	19-Jun-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 **19th 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
Finance	FI003116	**Principal Macroeconomic Officer**	**A17** **$**67,845	**Tapafua Salani
Office of the Regulator	RG000026	**Senior Complaints and Investigation Officer**	**A12** $34,438	**Patea Lupe Taalo

**** 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: 15th June 2026				
Samoa Law Reform Commission	LC000013	**Manager Corporate Service**	$94,624	^^Florita Tupa'i Harmon

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

B. Public Sector/Other Agencies

VACANCIES

Contract Positions

Sector/Office	Vacancy Code	Position Title	Salary Grading (p.a max)		Contact Details:
Electric Power Corporation	-	**Chief Engineer - National Control & Dispatching Center (NCDC)** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$94,625	12-Jun-2026	**Corporate Services** TATTE Building, SOGI tinais@epc.ws or corporate@epc.ws
"	-	**Overseer - Power Generation (Savaii)** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$72,946	12-Jun-2026	"
Samoa Airport Authority	-	**Senior Eletrical Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$34,438	26-Jun-2026	**HR Division** **Phone** 23201 ext 126 **email** enquiries-hr@saa.ws or **web** www.samoaairports.com
Samoa Airport Authority	-	**Principal Executive Assistant Officer**	$65,651	19-Jun-2026	**HR Division** **Phone** 23201 ext 126 **email** enquiries-hr@saa.ws | **web:** www.samoaairports.com
"	-	**Prinicipal Legal Officer**	$65,651	19-Jun-2026	"
"	-	**Senior Statistician Officer**	$34,438	19-Jun-2026	"
"	-	**Senior Store-Man Officer**	$34,438	19-Jun-2026	"
"	-	**Senior Officer - Rescue & Fire Services**	$34,438	19-Jun-2026	"
Samoa Fire & Emergency Services Authority	-	**Assistant Commisioner**	$94,624.00	19-Jun-2026	**Petroceilli Lokeni** SFESA Building, petrocelli.lokeni@sfesa.ws
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	"
Unit Trust of Samoa (UTOS)	-	**Information Technology Manager**	$94,624 - $106,452	25-Jun-2026	**Fiaputa Lino-Toetu** Level 3, DBS Building fiaputa.lino-toetu@utos.ws or telephone 29916 & 26949

Samoa Ports Authority	-	**Deputy Port Master - Administration** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$81,312 - $91,473	19-Jun-2026	**Christina Puipuia/Unitechk Sofara** SPA Office christina@spasamoa.ws or unitechk@spasamoa.ws website www.spasamoa.ws
"	-	**Deputy Port Master - Operation** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$81,312 - $91,473	19-Jun-2026	"

Permanent Positions

Sector/Office	Vacancy Code	Position Title	Salary Grading (p.a max)	Deadline	Contact Details:
Development Bank of Samoa	DB1217	**Recovery Officer**	$21,307 - $36,870	19-Jun-2026	**Tiperia Talo** Development Bank of Samoa tiperiat@dbsamoa.ws
"	DB1271	**Finance/Admin Officer (Savaii)**	$21,307 - $36,870	19-Jun-2026	"
"	"	**Loans Oficers (2)**	$21,307 - $36,870	24-Jun-2026	"
Electric Power Corporation	-	**Linesman Trainee (Savaii)**	$11,259	12-Jun-2026	**Corporate Services** TATTE Building, SOGI tinais@epc.ws or corporate@epc.ws
"	-	**Assistant MIS/GIS Officer**	$25,065	12-Jun-2026	"
"	-	**Tree Clearing Labourer (Vaitele)**	$9,254	12-Jun-2026	"
Office of the Electoral Commission	EV000047	**Internal Auditor & Investigation Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$55,431	19-Jun-2026	**Corporate Service Division** OEC Headquarter, Mulinuu csds@oec.gov.ws
Land Transport Authority	-	**Senior Engineering Officer - Maintenance & Construction**	$29,555.19 - $44,849.95	15-Jun-2026	**Human Resource email** hr@lta.gov.ws **or** www.lta.gov.ws
"	-	**Principal Quality Management System Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$46,555.19 - $72,601.93	9-Jun-2026	"
National Kidney Foundation of Samoa	-	**Registered Nurses (2)**	-	12-Jun-2026	**Main Office** Motootua Faia Moke-Nauer: fnauer@nkfs.ws or Fereita Simanu-Salani: fsimanu@nkfs.ws
Police, Prisons & Corrections	-	**Carpenter - Samoa Police Academy**	$18,545	12-Jun-2026	**HRM Section** 22222 ext 1050 or 1054 email: hr@police.gov.ws
"	-	**Maintenance Officer - Samoa Police Academy**	$18,545	12-Jun-2026	"
"	-	**Electrician (Air Conditioner Technician)** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$30,063	12-Jun-2026	"
"	-	**Constables (New Recruit) - Male Only** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$18,545	12-Jun-2026	"
Samoa National Provident Fund	-	**Pension Clerks (2)**	$13,414 / $19,930	26-Jun-2026	**Uini / Vetalcy** Level 1, Main SNPF Building uini@npf.ws / vetalcy@npf.ws

"	-	**Internal Audit Officer**	$28,306 / $38,101	26-Jun-2026	"
Samoa Tourism Authority	-	**HR Officer**	$28,391.95	12-Jun-2026	**Soara Siamomua** or **Buffy Tupuola Fuatau** STA Main Office soara@samoa.travel or buffy@samoa.travel
"	-	**Finance Officer**	$28,391.95	12-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
"	-	**Safety & Quality Assurance Officer**	$18,000 - $35,000	26-Jun-2026	"
Samoa Shipping Services	-	**Shipping Officer**	$12,082	26-Jun-2026	**SSS Office** Savalalo oauapaau.sssltd.ws

C. International/Regional Agencies

Sector/Office	Vacancy Code	Position Title	Salary Grading (p.a max)	Deadline
New Zealand High Commission	-	**Development Programme Coordinator**	SAT$ 66,296 – SAT$89,694	22-Jun-2026
Please contact Jonathan Lee: Jonathan.Lee@mfat.govt.nz				
Samoa Australia Tautua	-	**Education Technical Lead**	-	14-Jun-2026
Please visit https://www.tautuapartnership.ws/vacancies for the full Terms of Reference (TOR).				
Secretariat of the Pacific Community (SPC)	-	**Senior Officer - Pacific Way** Suva-based	-	31-May-2026
"	-	**Environmental and Social Safeguards (ESS) Officer** Noumea-based	-	14-Jun-2026
"	-	**Pacific Climate and Clean Air Coalition Coordinator**	-	14-Jun-2026
"	-	**Crisis Management Advisor** Based in Suva or Nomea	-	14-Jun-2026
"	-	**Program Implementation Officer - Pacific Humanitarian Warehousing Program** Based in Suva	-	21-Jun-2026
"	-	**Tok Pasifika Project Advisor** Nomea - based	-	28-Jun-2026
Further information, see : https://careers.spc.int				
Secretariat of the Pacific Regional Environment Programme (SPREP)	-	**Non-governmental organisation (NGO) to support the implementation of the Building Our Loss and Damage (BOLD) Response Project - Tuvalu**	-	26-Jun-2026
Further information, see : https://www.sprep.org/tenders				
"	-	**Finance Officer**	-	19-Jun-2026
TO APPLY, CLICK ON THE LINK BELOW https://jobs.hrmonise.com/details/4734/sprep/FOSamoa				
"	-	□ **Senior Finance and Administration Officer- Pacific Ocean Initiative Internationally Recruited Role**	-	26-Jun-2026
TO APPLY, CLICK ON THE LINK BELOW https://jobs.hrmonise.com/details/4774/sprep/SFAO-POI				
"	-	**Project Manager - Pacific Ocean Initiative Internationally Recruited Role**	-	26-Jun-2026

TO APPLY, CLICK ON THE LINK BELOW
https://jobs.hrmonise.com/details/4772/sprep/PM-POI%20(Fiji)

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.

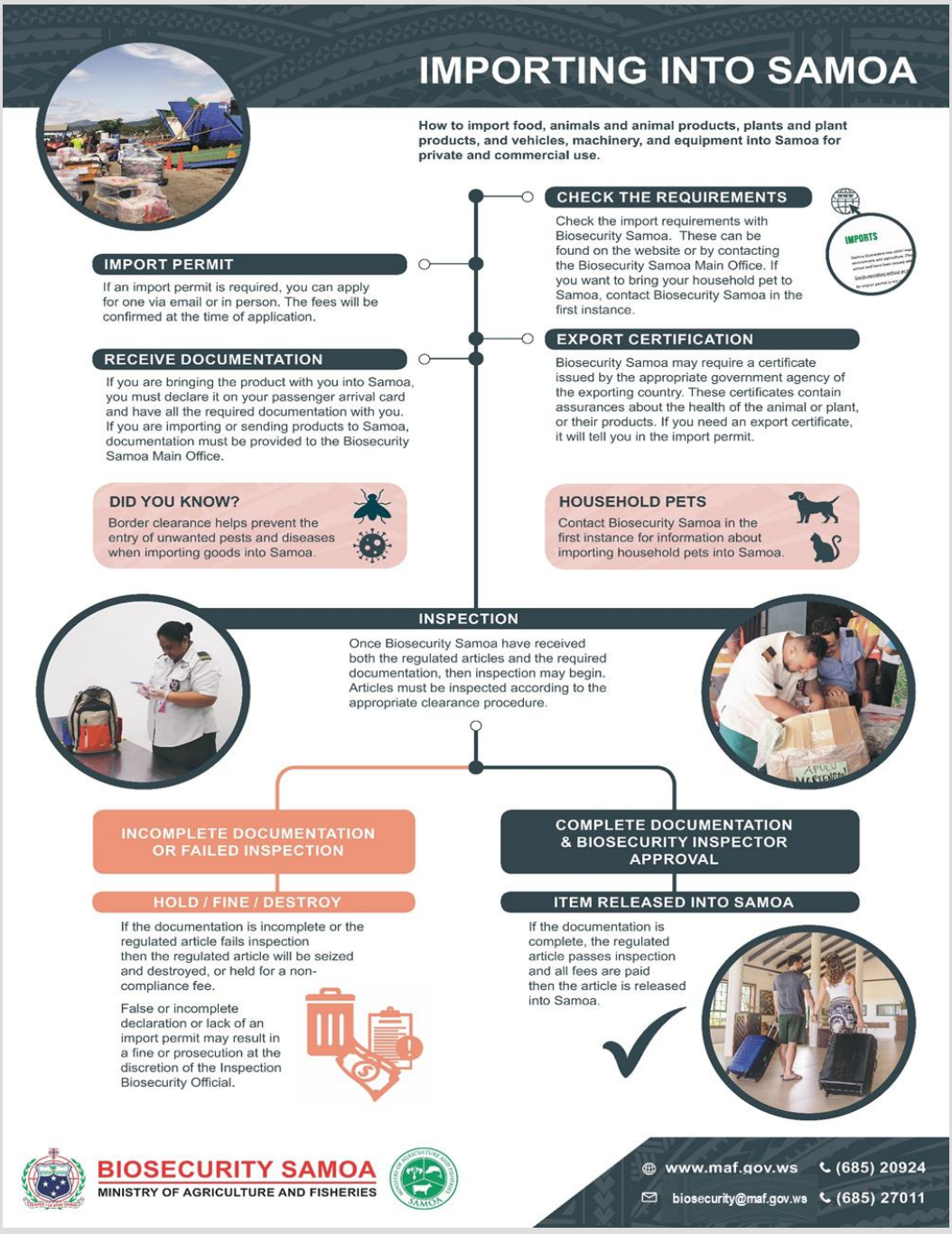
Contact us on telephone line 21611 or visit our website at www.mwti.gov.ws

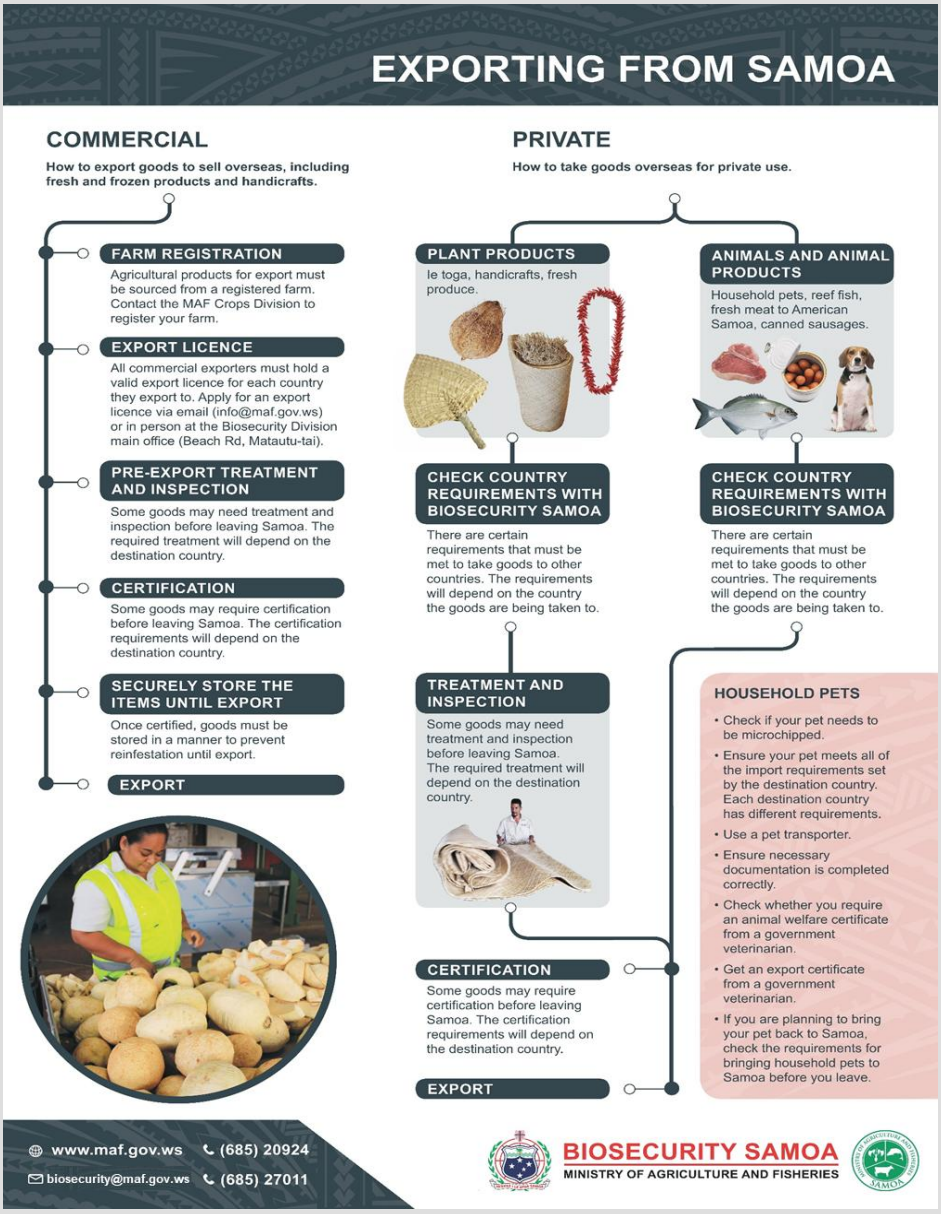
Ministry of Women, Community & Social Development

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