PUBLIC SERVICE OFFICIAL CIRCULAR

Issued weekly by the Public Service Commission *Issue 27/2026, 20th July 2026*

And Jesus answered and said to them: "Take heed that no one deceives you." Matthew 24:4

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
Health	MH001665	**Consultant Specialist Anesthesia & ICU**	$109,646	24-Jul-2026
"	MH001609	**Senior Specialist Registrar Anesthesia**	$100,386	24-Jul-2026
"	MH001611	**Specialist Registrar Paediatrics**	$94.624	24-Jul-2026
"	MH001612	**Specialist Registrar Surgery**	$94.624	24-Jul-2026
"	MH001610	**Specialist Registrar Mental Health**	$94.624	24-Jul-2026
Family & Social Affairs	WS003961	**ACEO IT & Communications**	$94,624	7-Aug-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:
Commerce, Industry & Labour	CL002469	**Fair Trading Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A10** $27,559	31-Jul-2026	**HR & Admin** Level 4, ACC Building mcilhr@mcil.gov.ws
"	CL002501	**Principal Policy Competition Analyst**	**A16** $55,431	31-Jul-2026	"
Education & Culture	EC000058	**Machine Operator Prepress**	**A5** $12,714	31-Jul-2026	**Main Office** Malifa Compound hr@mesc.gov.ws
"	EC000158	**Teacher Development Officer - Secondary** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A8** $21,086	31-Jul-2026	"

"	EC000122	**Senior Inclusive Education Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A13** $38,397	31-Jul-2026	"
"	EC000160	**Teacher Development Officer - Primary** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A8** $21,086	31-Jul-2026	"
Family & Social Affairs	WS003944	**Principal Human Resource Management Officer**	**A16** $55,431	31-Jul-2026	**Main Office** Tooa Salamasina Building iualesi@mfsa.gov.ws, fkainano@mfsa.gov.ws
"	WS003227	**Principal Administration Officer**	**A16** $55,431	31-Jul-2026	"
"	WS003245	**Principal Accounts Officer**	**A16** $55,431	31-Jul-2026	"
"	WS004052	**Principal Sector Coordinator**	**A16** $55,431	31-Jul-2026	"
"	WS003949	**Senior Human Resource Development Officer**	**A12** $34,438	31-Jul-2026	"
"	WS003246	**Senior Accounts Officer**	**A12** $34,438	31-Jul-2026	"
"	WS003212	**Senior Records Officer**	**A12** $34,438	31-Jul-2026	"
"	WS003214	**Administration Officer**	**A10** $27,559	31-Jul-2026	"
"	WS003940	**Receptionist**	**A6** $15,147	31-Jul-2026	"
"	WS003956	**Transport Officer**	**A8** $21,086	31-Jul-2026	"
Finance	FI003614	**Senior Accounting Officer - FRU**	**A14** $42,358	31-Jul-2026	**HR & Admin,** Level 4, CBS Building hr_admin@mof.gov.ws
"	FI003615	**Senior Accounting Officer - FRU**	**A14** $42,358	31-Jul-2026	"
"	FI003612	**Principal Communications Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A17** $67,845	31-Jul-2026	"
Foreign Affairs & Trade	FT002172	**Senior Human Resources & Administration Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A12** $34,438	31-Jul-2026	**Sarona Tanielu - Tomane** Level 3, Govt Building sarona.tomane@mfat.gov.ws
"	FT002149	**Senior IT Officer (System Support)** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A12** $34,438	31-Jul-2026	"
"	FT002076	**Senior Accounts/Administration Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A12** $34,438	31-Jul-2026	"
"	FT002117	**Principal Foreign Service Officer - Trade** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A16** $55,431	31-Jul-2026	"
"	FT001793	**Principal Foreign Service Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A16** $55,431	31-Jul-2026	"

Lands & Survey	LS000059	**Draughtsman**	**A7** $17,934	31-Jul-2026	**Leati Toetu Lafoai** Tuanaimato l.toetu@mls.gov.ws
"	LS000048	**Assistant Land Registry**	**A4** $10,534	31-Jul-2026	"
Natural Resources & Environment	NE003291	**Capacity Building Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A10** $27,559	31-Jul-2026	**Lua Faagu Asi-Tua** TATTE Building, Level 3 lua.tua@mnre.gov.ws or admin@mnre.gov.ws
"	NE001010	**Landfill Assistant - Tafaigata** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A4** $10,534	31-Jul-2026	"
Office of the Regulator	RG000002	**Senior HR & Administration Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A12** $34,438	31-Jul-2026	**Vanessa Tanuvasa-Pitoitua** Savalalo vanessa.tanuvasa@regulator.gov.ws
Revenue	RE002493	**Records & Data Entry Clerk**	**A4** $10,534	31-Jul-2026	**HR** DBS Building, Level 4 hr@revenue.gov.ws **OR** www.revenue.gov.ws
"	RE002473	**Customer Services Officer - SMEs**	**A8** $21,086	31-Jul-2026	"
"	RE001779	**IT Officer - System Administration**	**A10** $27,559	31-Jul-2026	"
"	RE001756	**Principal IT Officer - Network Infrastructure**	**A16** $55,431	31-Jul-2026	"
Samoa Bureau of Statistics	BS001167	**Survey Specialist** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A18** $74,335	31-Jul-2026	**Main Office** Level 1, Gov't Building hr@sbs.gov.ws
"	BS001145	**Specialist Systems Develooper and Analyst** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A18** $74,335	31-Jul-2026	"
"	BS001170	**Senior Use Case Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A12** $34,438	31-Jul-2026	"
"	BS001169	**Senior System & Information Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A12** $34,438	31-Jul-2026	"
Samoa Law Reform Commission	LC000004	**Principal Project Coordinator** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A16** $55,431	31-Jul-2026	**Fugalaau Siaki** Level 1, Govt Building fugalaau.siaki@samoalawreform.gov.ws
"	LC000016	**Executive Legal Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	**A17** **$**67,845	31-Jul-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 **31st July, 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	CL002432	**Senior Labour Inspector - Industrial Relations**	**A12** $34,438	**Asofa Taulauniu
Education & Culture	EC000016	**Senior Payroll Officer**	**A5** $12,714	**Norah Ah Kuoi

Finance	FI003298	**Principal Accountant - Accounts Payable**	**A17** $67,845	**Montini Ah Ki
"	FI003103	**Senior Investigation Officer**	**A14** $42,358	**Salaevalu Brown
"	FI003607	**Debt Management Officer**	**A10** $27,559	**DJ Michael Laban
Foreign Affairs & Trade	FT002176	**Principal Foreign Service Officer - BRD**	**A16** $55,431	**Romario Pose
Health	MH001963	**Senior Program Officer (Gender Based Violence)**	**A14** $42,358	**Tomasi Lafita Sapau
"	MH001965	**Senior Health Promotion Officer (Strategy & Program Development)**	**A14** $42,358	**Fuaiupu Young-Bartley
"	MH001052	**Senior Community Health Mobilizer**	**A11** $30,896	**Jasmine Mikaele
"	MH001038	**Nutritionist - Youth, Adults and Elderly**	**A8** $21,086	**Malagamalie Tavita
"	MH001970	**Orderly Porter**	**A4** $10,534	**Maalo Amoni
"	MH001971	**Security Officer - TTM Hospital**	**A4** $10,534	**Fuauli Pene
"	MH001102	**Nightwatchman**	**A4** $10,534	**Kirisome Fetalaiga
Justice & Courts Administration	JC002418	**Senior IT & Networking Officer**	**A13** $38,397	**Iakopo Simati
Revenue	RE002509	**Records & Data Entry Clerk**	**A4** $10,534	**Emmy Fruean
Sports & Recreation	SR000050	**Grounds Maintenance (Tuanaimato)**	**A4** $10,534	**Tavita Fuaofe
"	SR000075	**Pool Attendance**	**A4** $10,534	**Lauina Loia

**** 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: 20th July 2026				
Education & Culture	EC000006	**ACEO School Governance & Management**	$94,624	^^Perenise Melanie Stowers
Commencement Date: 3rd August 2026				
Education & Culture	EC001168	**DCEO Strategic & Innovation**	$106,452	^^Aida Savea

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	AG003806	**Fisheries Officer (Audits & Inspections)**	**A10** $27,559	Sataliilepule Alofaga

Commerce, Industry & Labour	CL002459	**Registry Officer - Intellectual Property (Search)**	**A10** $27,559	Sualauvi Tovaega Afamasaga
Customs	CU000177	**IT Officer - Network Infrastructure**	**A10** $27,559	Iefata Laufafa Matavao
Finance	FI003238	**Senior Budget Officer - Forecasting**	**A14** $42,358	Tiare Angel Lui
"	FI003537	**Senior Budget Officer - Revenue and Taxation Policy**	**A14** $42,358	Seitaua Lesa
Health	MH001960	**Pharmacy Technician (Outpatient Dispensary) Level 1**	**A6** $15,147	Michael Taufaga
"	MH001958	**Pharmacy Technician - Outpatient Dispensary, Level 2**	**A7** $17,934	Lotonuumoni Tologata
Foreign Affairs & Trade	FT002109	**Principal Foreign Service Officer - IRD**	**A16** $55,431	Elisara Elisara
Samoa Bureau of Statistics	BS001166	**Business Data/Statistics Officer**	**A10** $27,559	Faith Talalelei
"	BS001173	**NDID Registrration Officer**	**A10** $27,559	Manaiamaresa Folaitoga F Asiata

GENERAL NOTICES

Confirmed Appointment Cancelled - Appointee Withdrew From Issue 18 - 2026

Ministry/Office	Vacancy Code	Position Title	Salary Grading (p.a max)
Natural Resources & Environment	NE001010	**Landfill Assistant - Tafaigata**	**A4** $10,534

B. Public Sector/Other Agencies

VACANCIES

Special Advertisement

Sector/Office	Vacancy Code	Position Title	Salary Grading (p.a max)	Deadline	Contact Details:
Scientific Research Organisation of Samoa	-	**CHIEF EXECUTIVE OFFICER**	CEO Level	7-Aug-2026	**Faamatapili Kamilo Kelemete** Level 1, NPF Plaza kamilo.kelemete@mpe.gov.ws

Contract Positions

Sector/Office	Vacancy Code	Position Title	Salary Grading (p.a max)		Contact Details:
Electric Power Corporation	-	**Overseer Distribution – Savaii**	$72,946.00	24-Jul-2026	**HR Management** TATTE Building, SOGI matamuf@epc.ws or tinais@epc.ws
"	-	**Supervisor Accounts & Financial Reporting** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$75,332.00	3-Aug-2026	"
Land Transport Authority	-	**Manager Information Technology** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	ACEO Level	12-Aug-2026	**Human Resource email** hr@lta.gov.ws **or** www.lta.gov.ws
Police, Prisons & Corrections	-	**Deputy Commissioner - District Operations** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$106,452.00	31-Jul-2026	**HR Section** 22222 ext 1050 or 1054 email: hr@police.gov.ws

"	-	**Deputy Commissioner - National Operations** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$106,452.00	31-Jul-2026	"
"	-	**Assistant Commissioner - National Operations** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$94,624	31-Jul-2026	"
"	-	**Assistant Commissioner - District Operations** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$94,624	31-Jul-2026	"
Samoa Airport Authority	-	**Principal Officer – Aviation Security Training & Development**	$65,651.00	14-Aug-2026	**HR Division** **Phone** 23201 ext 126 **email** enquiries-hr@saa.ws or **web** www.samoaairports.com
"	-	**Senior Legal Officer**	$43,689.00	14-Aug-2026	"
"	-	**Senior Information Technology Officer**	$43,689.00	14-Aug-2026	"
Samoa Airways	-	**Manager Flights Operations** (Re-advertisement: Previous Applicants **NEED TO** re-apply)	-	28-Jul-2026	**Main Office** Fetu-Ao Building. fsakaria@samoaairways.com
"	-	**Internal Audit Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	-	31-Jul-2026	"
Samoa Shipping Corporation Limited	-	**Principal Human Resource Coordinator**	$55,431 - $64,501	27-Jul-2026	**Corporate Service Division** Main Office, Matautu miracle@ssc.ws | kitiona@ssc.ws / 685-20935
"	-	**Principal Operations Officer**	$55,431 - $64,501	27-Jul-2026	"
"	-	**Principal IT Officer**	$55,431 - $64,501	27-Jul-2026	"
"	-	**Principal Domestic Officer**	$55,431 - $64,501	27-Jul-2026	"
Samoa Shipping Services	-	**Assistant General Manager Corporate Service**	ACEO Level	7-Aug-2026	**SSS Office** Savalalo www.sssltd.ws
Unit Trust of Samoa (UTOS)	-	**Information Technology Manager** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$94,624 - $106,452	24-Jul-2026	**Fiaputa Lino-Toetu** Level 3, DBS Building fiaputa.lino-toetu@utos.ws or telephone 29916 & 26949

Permanent Positions

Sector/Office	Vacancy Code	Position Title	Salary Grading (p.a max)	Deadline	Contact Details:
Attorney General	AT001787	**Senior Accounts and Budget Officer**	$35,426.00	31-Jul-2026	**Human Resource Section** TATTE Building, Level 6, Sogi HR@ag.gov.ws
"	AT001702	**Library and Information Officer**	$28,391.00	31-Jul-2026	"
Electric Power Corporation	-	**Mechanic Technician-Power Generation**	$15,193.00	3-Aug-2026	**HR Management** TATTE Building, SOGI matamuf@epc.ws or tinais@epc.ws
"	-	**Security – Power Generation**	$11,711.00	3-Aug-2026	"
Land Transport Authority	-	**Laboratory Technician** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$13,581.71-$22,287.23	28-Jul-2026	**Human Resource** **email** hr@lta.gov.ws **or** www.lta.gov.ws

"	-	**Principal Accounts Payable Officer**	$46,427.77-$72,601.93	27-Jul-2026	"
"	-	**Cashier**	$17,838.84 -$28,545.89	27-Jul-2026	"
"	-	**Groundsman**	$13,581.71-$22,287.23	21-Jul-2026	"
"	-	**Senior Drainage Engineer Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$29,555.19-$44,849.95	3-Aug-2026	"
Police, Prisons & Corrections	-	**Carpenter - Samoa Police Academy** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$18,545.00	24-Jul-2026	**HR Section** 22222 ext 1050 or 1054 email: hr@police.gov.ws
Samoa Airport Authority	-	**Senior Electrical Officer**	$43,689.00	31-Jul-2026	**HR Division** **Phone** 23201 ext 126 **email** enquiries-hr@saa.ws or **web** www.samoaairports.com
"	-	**(12) Airport Rescue Fire Fighter Aerodromes Services Department**	$14,621.00	31-Jul-2026	"
Samoa Fire & Emergency Services Authority	-	**National Emergency Call Centre (NECC) Officer**	$17,934.00	24-Jul-2026	**Main Office** SFESA Building, silila.nunufolau@sfesa.ws, noel.lolanii@sfesa.ws
"	-	**Station Ambulance Officer (Maota Station)**	$34,438.00	24-Jul-2026	"
"	-	**Station Ambulance Officer (Faleata Station)**	$34,438.00	24-Jul-2026	"
"	-	**Senior Fire Fighter - Compliance**	$24,610.00	24-Jul-2026	"
"	-	**Maintenance Officer** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$27,559.00	24-Jul-2026	"
Samoa Life Assurance Corporation	-	**Reconciliation Officer**	$17,934 – $27,559	24-Jul-2026	**Laisene Eperu** Samoa Life House, Corner Vaea leperu@samoalife.ws
"	-	**Records Clerk**	$12,714 – $17,322	24-Jul-2026	"
Samoa National Provident Fund	-	**Nightwatchman (x2)** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$9,852/$12,227	24-Jul-2026	**Vetalcy / Uini** Level 1, Main SNPF Building vetalcy@npf.ws / uini@npf.ws
"	-	**Member Loan Clerk** (Re-advertisement: Previous Applicants **NEED NOT** re-apply)	$13,414/$16,333	24-Jul-2026	"
"	-	**IT Clerk**	$14,605/$16,333	24-Jul-2026	"
Samoa Qualifications Authority	-	**Senior Research and Policy Officer**	$39,369.00	31-Jul-2026	**SQA Office** TATTE Blding, Level 2 www@sqa.gov.ws
Scientific Research Organisation of Samoa	-	**Principal Research Scientist – Antidiabetic Research**	$55,175.00	3-Aug-2026	**Samaauga Tauamiti** Nafanua, Papauta samaauga.tauamiti@sros.org.ws or website: www.sros.org.ws
"	-	**Senior Research Scientist – Natural Product Chemistry**	$40,433.00	3-Aug-2026	"

Samoa Tourism Authority	-	**Principal Sales & Marketing Officer**	$55,431.51	27-Jul-2026	**Soara Siamomua** or **Buffy Tupuola Fuatau** STA Main Office soara@samoa.travel or buffy@samoa.travel
"	-	**Content Officer**	$2,831.95	27-Jul-2026	"
Samoa Water Authority	-	**System Administrator – Systems & Networks**	$34,600 - $46,361	31-Jul-2026	**Human Resource Division** 2nd Floor TATTE Building, hr@swa.gov.ws
"	-	**Assistant Technician Operations & Maintenance**	$21,241 - $28,466	31-Jul-2026	"
"	-	**Assistant Technician Non Revenue Water**	$21,241 - $28,466	31-Jul-2026	"

C. International/Regional Agencies

Sector/Office	Vacancy Code	Position Title	Salary Grading (p.a max)	Deadline
Peace Corps		**Information Technology Specialist (ITS)**	WST$59,501 - $80,318	9-Aug-2026
Application forms are available on www.peacecorps.gov/samoa/about/contracts/				
Secretariat of the Pacific Community (SPC)		**Climate Finance Officer** Noumea-based		26-Jul-2026
"		**Digital Earth Pacific Platform Engineer** Noumea-based		26-Jul-2026
"		**Knowledge Systems Architect** Noumea-based		9-Aug-2026
All interested applicants must apply online at https://careers.spc.int				
Secretariat of the Pacific Regional Environment Programme (SPREP)		**Project Manager - IKI Restoring Pacific Islands for Nature and People**		7-Aug-2026
TO APPLY, CLICK ON THE LINK BELOW or SCAN THE QR CODE https://jobs.hrmonise.com/details/4872/sprep/project-manager-iki-restoring-pacific-islands-for-nature-and-people-pm-ikirpnp				
"		**GEDSI and Safeguards Officer - Weather Ready Pacific Programme**		7-Aug-2026
TO APPLY, CLICK ON THE LINK BELOW or SCAN THE QR CODE https://jobs.hrmonise.com/details/4877/sprep/GEDSI%20&%20SO-WRPP				
"		**Project Support Officer - IKI Restoring Pacific Islands for Nature and People**		7-Aug-2026
TO APPLY, CLICK ON THE LINK BELOW or SCAN THE QR CODE https://jobs.hrmonise.com/details/4873/sprep/PSO-IKIRPNP				

D. Training/Scholarship Opportunities

2027/28 Ireland Fellows SIDS Programme– CALL FOR APPLICATIONS!

The Ireland Fellows Programme SIDS 2027 – 28 Stage 1 is now open for interested applicants. This program offers selected students the opportunity to undertake a fully funded one-year master's level programme at a higher education institution (HEI) in Ireland.

The award covers:
· Academic fees
· Visa application fees
· Medical & Travel insurance
· Travel arrangements
· Irish residence permit fee
· Allowances include – establishment allowance, completion & departure allowance, monthly living allowance and accommodation

Eligibility criteria:
· Must be a Samoan citizen
· Minimum of 3 years work experience
· Hold a bachelor's degree and not already hold a master's qualification or higher
· Must have English proficiency

Application process:
· Stage 1 – preliminary application :
- Opens 29 June 2026 , Closes 26 July 2026

· Stage 2 – detailed application:
- Opens 21 September 2026, Closes 18 October 2026

· Stage 3 – Interviews

Full information about the programme is available on: https://www.ireland.ie/en/ireland-fellows-programme/applying-for-the-ireland-fellows-programme/ireland-fellows-sids/

All applications must be completed and submitted through our relevant embassy of Ireland – New Zealand via email pacificfellowships@dfa.ie and copy scholarships@psc.gov.ws **before 26 July 2026**.

If you require the application forms or any additional documentation, or have any enquiries, please contact the HRD Division via scholarships@psc.gov.ws or contact 22123.

Manaaki Scholarship Alumni Call-Out!

E. Public Notices

Ministry of Communication & Information Technology

Accident Compensation Corporation

Public Trust Office

Ministry of Health

Ministry of Commerce, Industry and Labour
Matagaluega o Pisinisi, Alamanuia ma Leipa
Please address all correspondence to the Chief Executive Officer
+685 20441 | 20442
info@mcil.gov.ws
www.mcil.gov.ws
P.O Box 862, Level 4 ACC House Apia SAMOA

PUBLIC NOTICE

MANDATORY COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH (OSH) REQUIREMENTS

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

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

1. Employer Obligations

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

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

2. Employee Duties

Workers also have a duty of care to:

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

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

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

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

Ma le faaaloalo,

Fepuleai Roger Toleafoa

CHIEF EXECUTIVE OFFICER

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.

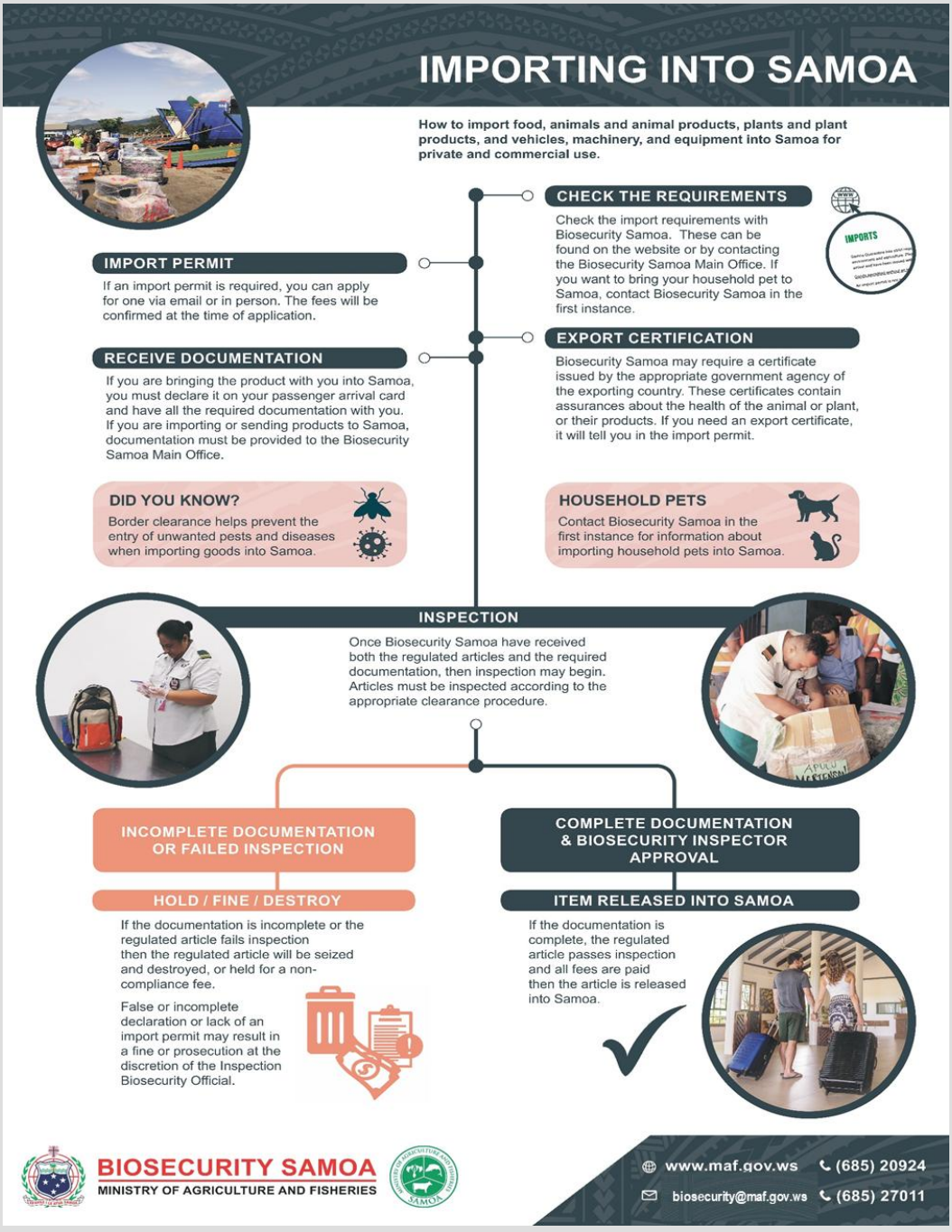
Contact us on telephone line 21611 or visit our website at www.mwti.gov.ws

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