Lolo Matalasi Moliga
Governor

Lemanu Peleti Mauga
Lieutenant Governor

Eseneiaso J. Liu
Director

John Ah Sue
Deputy Director

Makerita Enesi
Deputy Director, WIOA

AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799

JOB ANNOUNCEMENT

Job Title: **Program Reviewer II**	***Posting Date:*** ***November 04, 2019***	***Serial No.:*** ***270-19***
Department/Division: ***Human and Social Services/Program Evaluation & Tobacco Licensing Enforcement (PETLE)***	***Closing Date:*** ***November 25, 2019***	***Announcement No.:*** ***110-19***
Type of Position: ***Permanent Appointment***	***Posting Type:*** ***Employment Opportunity/ Open to the Public***	***Pay Grade and Salary Range:*** ***GS 13/ $16,000 - $38,620 p.a***
Note: This is exempted from the freeze as per the Governor's General Memorandum. Due to insufficient number of candidates applied, the Department of Human and Social Services has requested to re-advertise the position.		

General Description:
The Program Reviewer II conducts program evaluation activities for the American Samoa Nutrition Assistance Program (ASNAP-Food Stamps).

Key Duties and Responsibilities:

- Review program compliance with the ASNAP Memorandum of Understanding (MOU) and Manual of Operation provisions, funding requirements and program policies and procedures
- Conducts reviews of ASNAP Certification Unit to assess proper application of policies and procedures regarding eligibility, applications, notices, client rights, adverse actions, claims, recoupment, recordkeeping
- Manage ASNAP retailer functions including retailer application process, retailer files, documentation, high redemption monitoring and site visits
- Review of ASNAP Issuance process to ensure procedures are being followed including coupon issuance, coupon security, storage, cancelled or voided coupons
- Conducts review of administration including fair and administrative hearings, FNS-256 reporting, and other areas specified by the ASNAP MOU and Manual of Operations
- Supervise survey of program participants to assess specific area of interest or need
- Develops and or revises review tools specific to each review area
- Prepares written report and analysis of cases or program review findings, identifies areas of weakness and makes recommendations for corrective action

Knowledge, Skills and Ability:

- Read and write proper English
- Computer literate
- Operate general office equipment
- Detail-oriented

Academic and Experience Requirements:

- Applicant must have an Master degree in related field from an accredited college or university plus 2 years of work related experience OR
- Bachelor degree in related field from an accredited college or university plus 4 years of work related experience, 2 years of which at a supervisory capacity
- Years of progressively responsible work experience may be submitted for portion of the academic requirement if not met.
- Salary will commensurate with educational background and years of relevant experience.

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485 or 633-4000.

Fa'afetai tele,

Eseneiaso J. Liu
Director, Department of Human Resources

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