American Samoa Power Authority	Human Resource Department, Tafuna PO Box PPB, Pago Pago American Samoa 96799 Phone No: (684) 699-3033 Email: humanresource@aspower.com

PUBLIC JOB POSTING

Position Title	**ROW Lead**	*Posting Date*	**January 27, 2026**
Department	**Procurement**	*Deadline*	**February 9, 2026 – 4:00 p.m.**
Division	**Support Services**		
Position Type	**Career Service - 12 months probation**	*Pay Range*	**$17.64-$18.36 per hour**
Reports To	**Procurement Manager**	*Job Grade/Status*	**I/2/C- I/3/C Exempt**

Major Duties & Responsibilities

The primary objective of this position is to acquire land rights via easements and/or licenses for utility related infrastructure projects Key duties and responsibilities are as follows:

- Identify, research, and verify land ownership, matai titles, and property records for upcoming and ongoing ASPA projects
- Contact landowners and secure required easements, licenses, and permissions to allow ASPA personnel access for surveying, construction and utility related activities
- Must be able to clearly communicate in both Samoan and English the scope and purpose of proposed work to landowners, Village Councils, and other affected parties; respond to questions and concerns in a professional and culturally respectful manner
- Build and maintain positive working relationships with landowners, Village Council members, and community representatives
- Represent ASPA, as needed, at PNRS meetings, Village Council meetings, Samoan Affairs, and other public forums
- Prepare, process, and track easements, licenses, [land use] permits, and other related legal documents in coordination with internal and external stakeholders
- Maintain accurate, complete, and up to date records of all ROW transactions, including required identification and matai title registration documentation
- File, archive, and manage ROW documents in accordance with organizational and regulatory requirements
- Process and record land use documents and permits with appropriate agencies
- Work closely with engineers, surveyors, project managers, and field crews to support project timelines and resolve access-related issues
- Assist in resolving land disputes or access concerns that arise during project execution, including those involving extended family or third-party claims
- Support ASPA divisions in coordinating public safety measures to keep the public clear of active worksites
- Provide regular updates and submit required weekly operational reports to the Procurement Manager
- Perform routine office and administrative duties as required
- Maintain regular and reliable attendance and demonstrate accountability for assigned responsibilities

Minimum Requirements

Education	Associates degree from an accredited institution is preferred but not required.
Experience	• Strong preference for an individual with a matai title (based in American Samoa) • Demonstrated experience in written and oral communication in both English and Samoan, preferable to landowners, easements, leases, or local laws and procedures • Working knowledge of land rights, legal principles, regulatory requirements, and compliance related to right-of-way acquisition is highly desirable • Proficiency in basic office and recordkeeping systems
Skills, Abilities, Job Requirements	• Fluency in English and Samoan (oral and written) required • Proficiency in Microsoft Windows and MS Office applications, including Word, and Excel • Strong organizational skills with exceptional attention to detail • Ability to work independently, prioritize tasks, and manage multiple assignments simultaneously • Ability to conduct thorough research using a variety of resources

	● Ability to read, understand, and interpret easements and other legal and/or technical documents ● Knowledge of basic land laws, rights, and procedures applicable in American Samoa ● Strong interpersonal skills with the ability to interact professionally with landowners, senior leaders, department directors, administrators, and external partners ● Demonstrated professionalism, responsiveness, and sound judgement ● Proven record of regular and reliable attendance
Working Environment	● Office based work with frequent field visits (often in undeveloped terrain) to project sites and community locations. ● May require inter-island travel, and attendance at meetings outside of standard business hours
Qualified applicants: *Please submit a completed ASPA Employment Application with a copy of your resume to ASPA (address listed above) by the deadline listed above. Attach copies of credentials and transcripts. Candidates selected for hire must pass examinations (when applicable), pre-employment clearances & test negative on employment drug test. ASPA reserves the right to waive education and experience requirements as necessary. Salary will commensurate with experience and education. No phone inquiries accepted.*	
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