



UNITED STATES PEACE CORPS/SAMOA

VACANCY ANNOUNCEMENT INFORMATION TECHNOLOGY SPECIALIST (ITS)

- OPEN TO:** All Qualifying Candidates Residing in Samoa and Samoan Citizens
- POSITION:** Information Technology Specialist (ITS)
- APPLICATION DUE:** July 29, 2026
- WORK LOCATION:** Apia, Samoa
- COMPENSATION:** \$59,501 - \$80,318 WST, negotiable based on salary history and experience
- WORK HOURS:** This is a full-time position, requiring a minimum working schedule of 40 hours per week.
- LENGTH OF CONTRACT:** The anticipated contract will be for a base period, with up to four option periods, exercisable at the unilateral option of the Peace Corps based on satisfactory performance, continued need for the position, and availability of funds.
- APPLICATION FORM:** www.peacecorps.gov/samoa/about/contracts/ (the application form, full solicitation document, and statement of work are all available at this link)

Peace Corps/Samoa is recruiting for a full-time Information Technology Specialist (ITS). The Information Technology Specialist (ITS) reports directly to the Country Director or delegated Director of Management and Operations (DMO) for non-IT-related activities. The ITS oversees all Peace Corps Information Technology operations at Post, supporting the mission to improve services and infrastructure in alignment with OCIO guidelines. The ITS is responsible for the installation and integrity of computer systems, administration of local IT systems, and maintenance of configurations mandated by the International Organization for Standards.

Minimum Requirements:

- Bachelor's degree in information technology, Computer Science, or a related field
- Minimum of 3 years of experience in computer operations, networking, or troubleshooting techniques
- Demonstrated English AND Samoan language proficiency, both written and oral
- Ability to obtain and maintain security clearance issued by the U.S. State Department

Preferred Education, Experience, and Abilities:

- Master's degree in business administration (MBA), Management of Information Systems (MIS), or related field
- Certifications in network and systems administration such as CompTIA A+, Network+, Security+, CCNA, Azure Administrator or ITIL
- Experience working with Americans and an understanding of American culture
- Experience working with Microsoft Office Suite (Word, Outlook, Excel, etc.)
- Experience conducting trainings or give presentations
- Ability to travel domestically up to 20% of the work year
- Willingness and ability to occasionally take calls, work, travel during odd hours and weekends
- Ability to work independently with minimal supervision, as well as within layered supervisory systems
- Ability to work independently and problem solve
- Ability to drive vehicles with manual transmission
- Valid driver's license and clean driving record

APPLICATION MUST INCLUDE:

1. Completed application form (available at www.peacecorps.gov/samoa/about/contracts/)
2. Current updated resume or curriculum vitae (CV) containing salary history by position
3. Contact information for three (3) professional references

4. Copy of college degree/diploma(s)
5. Photocopy or image of valid driver's license, if applicable

SUBMIT APPLICATION OR QUESTIONS TO:

Email (preferred): WS-DMO@peacecorps.gov

In-Person: Peace Corps/Samoa Office, 2nd Floor Poinsettia House, Moto'otua, Apia, Samoa

Due: July 29, 2026

NOTES AND DISCLAIMERS:

- *Only those invited to an interview will be contacted;*
- *One or more positions may be filled from the announcement, or that Peace Corps may choose not to fill any positions from the announcement;*
- *Contract is contingent on availability of funds, continued need for the position, reference checks, and background check;*
- *Peace Corps reserves the right to not evaluate or to withhold an offer of a personal services contract to an individual that has a history of poor past performance or conduct as a Peace Corps Trainee, Volunteer, or staff member;*
- *Peace Corps will not discriminate against an applicant because of that person's race, color, religion, sex, national origin, age (40 or older, except when the applicant is beyond the mandatory retirement age in the country of assignment), disability, or other bases provided for under the Peace Corps Manual Section 653 – Equal Employment Opportunity and Affirmative Employment, or history of participation in the Peace Corps discrimination complaint process, which arise in connection with their employment outside of the United States;*
- *Contractor may be asked to complete one or more temporary duty assignments at other Peace Corps posts, transfer to another Peace Corps post, or to complete a detail with another USG Agency, a Peace Corps Headquarters office, or with a post other than the post of assignment. As part of an approved detail, the individual may be requested to perform work that may be specifically in line with or may add to the duties stated in the contract;*
- *Peace Corps reserves the right to withhold an offer of a personal services contract to an individual that is a relative or household member of a current Peace Corps staff member;*
- *Individuals who have current or prior connections with intelligence activities or agencies through employment, related work, or even family relations may be ineligible for a personal services contract;*
- *Selected candidate(s) will be required to follow any workplace health and/or safety rules indicated for their position – including complying with any medical and/or training requirements specified for their position in accordance with public health and/or occupational health or safety policies.*

Applications must be submitted via email (preferred) to WS-DMO@peacecorps.gov or in-person at Peace Corps/Samoa Office, 2nd Floor Poinsettia House, Moto'otua, Apia, Samoa no later than July 29, 2026.