



DEVELOPMENT BANK OF AMERICAN SAMOA
P.O. Box 9 Pago Pago, AS 96799 (684) 633-4031

EMPLOYMENT OPPORTUNITY

Position: Project Manager for ARPA DBAS Maota Affordable Loan Project

Responsibilities:

1. Manage the DBAS Maota Affordable Loan Project (MALP) in accordance with Bank policies and procedures and approved DBAS MALP proposal.
 2. Assist the President in developing and implementing operational goals and operating plans for the DBAS MALP.
 3. Assist in strategically reviewing existing plans and provide recommendation(s) to the President to ensure program compliance and expenditures are satisfied.
 4. Proficient in drawing and modifying drawings using AutoCAD.
 5. Review and approve site plans and plot plans of construction sites for compliance purposes.
 6. Review site inspections reports and work collaboratively with the building inspectors to guarantee construction project is built to specifications.
 7. Review and approve DBAS MALP blueprints upon satisfaction of all loan conditions.
 8. Review and approve Scope of Work (SOW) and cost estimates of approved renovation loans.
 9. Prepare appraisal reports for property as requested by the President.
 10. Recommend approval or denial of building materials invoices in accordance with the Plan of Action and Construction Contract both for new construction and renovation projects.
 11. Review and approve Plan of Action and Construction Contracts.
 12. Conduct site visits of approved construction projects.
 13. Work collaboratively with Department of Public Work to ensure smooth site inspection work.
 14. Monitor and submit performance construction report to the President.
 15. Assume any other duties as assigned by the President.
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Minimum Qualifications

- Bachelor's Degree in architecture or AutoCAD/Certificate with equivalent with five to seven (5-7) years of relevant experience.
- Good leadership and management skills
- Excellent drafting and drawing skills.
- Good interviewing, communication, and public relations skills
- Professional appearance and attitude.
- Knowledgeable with local building codes.
- Must be organized and able to multi-task
- Strong analytical skills
- Must have a current driver's license

Applications available on the second floor of Development Bank Building located in Pago Pago. Please submit Completed Application at the Development Bank Office or email eterei@dbas.as

Deadline to apply: June 15, 2022 at 3:00pm