



Job Description
OCCUPATIONAL HEALTH & FITNESS COORDINATOR
Human Resource & Support Services Department

Position: Occupational Health & Fitness Coordinator
Department: Human Resource & Support Services Department
Salary: G7-1 \$34,438 pa
Term: 3 Years Contract

Position Description

The Occupational Health & Fitness Coordinator ensures that all Samoa Airport Authority staff meet compulsory medical and fitness standards required for aviation safety, while promoting daily staff wellness through structured fitness and sports programs. The role supports staff wellbeing, morale, and operational readiness.

Duties and Responsibilities

1. Responsible for coordinating and conducting compulsory medical and fitness checks for all SAA staff.
2. Maintain accurate and confidential medical and fitness records in line with aviation regulatory standards.
3. Monitor staff fitness-for-duty and report concerns requiring further medical or management review.
4. Plan, organize, and supervise daily staff fitness sessions and sports activities.
5. Develop and implement wellness initiatives to promote healthy lifestyles among staff.
6. Organize staff sporting events to encourage teamwork and staff engagement.
7. Prepare and submit monthly reports on staff health, fitness, and participation in wellness programs.
8. Provide advice to management on occupational health policies, injury prevention, and rehabilitation programs.
9. Ensure compliance with workplace health, safety, and aviation medical standards.
10. Assist HR and management in the development of staff wellbeing initiatives and policies.
11. Other duties as assigned and discussed with the Manager.

Requirements and Qualifications

- a. Minimum of a Diploma from a recognized training institution or university in Health Sciences, Health and Physical Education, Occupational Health, Fitness or any related field
- b. Must hold valid First Aid and CPR certification.
- c. Certification in fitness instruction or sports training (desirable).
- d. Must have experience in planning and leading group fitness or sports programs.
- e. Must have strong organizational, motivational, and communication skills.
- f. Must have knowledge of occupational health standards and staff wellness promotion.
- g. Must be able to engage and motivate staff across all departments.
- h. Should be an energetic and enthusiastic young professional, with a passion for staff health, fitness, and wellness.
- i. Must use initiative and be able to work independently without close supervision.
- j. Must be capable of supporting staff wellbeing programs in collaboration with HR and management.