

Physical Fitness Assessment Specialist

The Australian Labour Mobility Assistance Program (LMAP), managed by Cardno, provides capacity-building support to the Seasonal Employment Unit (SEU) within the Ministry of Commerce, Industry & Labour to strengthen their ability to manage Samoa's participation in the Australian Seasonal Worker Programme.

LMAP is seeking to engage a specialist in physical fitness assessment to support the screening process for those interested in working on the Seasonal Worker Programme. The specialist will assist LMAP and the Seasonal Employment Unit to develop, pilot and implement an efficient and effective mechanism to assess the physical fitness (stamina, strength and flexibility) of those currently registered, estimated to be around 3,500 people. The assessment process must be efficient (enable large numbers of applicant to be assessed in a relatively short period of time) and must be simple enough for SEU staff to conduct in the future without the need for specialist training or equipment.

The position will be contracted by Cardno as a casual role for a total of up to 45 days' input between early July and August 2018. Note that this is not a full-time role. The actual scheduling of the work and fitness tests will be determined in discussions between the successful applicant, SEU and LMAP.

Before applying, please obtain a copy of the full Terms of Reference. Applications should include:

- A short covering letter that addresses the following selection criteria:
 - Evidence of tertiary or certificate-level qualifications in a relevant field and/or extensive experience as a physical fitness instructor, assessor or trainer
 - Experience in designing and implementing fitness assessments
 - Demonstrated strong interpersonal skills and the ability to work effectively with individuals and teams, including government staff and contractors
 - Skills in data entry and management using Excel or similar
 - Demonstrated organisational and problem solving skills
 - Written and oral fluency in both Samoan and English would be an advantage
- An up-to-date CV with certified copies of qualifications
- A detailed budget (in WST), including: your proposed hourly and daily rate, the cost of any other staff (administrative and medical), venue hire, and refreshments during assessment times
- Contact details (phone, email and mailing address)
- Confirmation of nationality and country of residence

Applications should be submitted no later than **4.30pm on 11 June 2018** by email to CardnoEM@lmaprogram.org. Alternatively, hard copy applications can be provided directly to the SEU in a sealed envelope, addressed to:

Ms Venus Tupai
Ministry of Commerce, Industry & Labour
Level 4, ACC Building
PO Box 862
Apia, Samoa

Late applications will not be considered.

For further enquiries and full Terms of Reference for the position please contact Matt Gibbs (matt.gibbs@lmaprogram.org) or Ms Venus Tupai (venus.tupai@mcil.gov.ws)