



Work with us!

Project Manager - *Supporting the Profession*

About the position

This newly created position will report to the Chief Operating Officer and be part of the NAATI Management Group. The position will be responsible for coordinating NAATI activities to support the translating and interpreting (T&I) profession, especially for those seeking to attain and maintain NAATI certification.

The Project Manager will engage with a broad range of stakeholders including Language Service Providers (LSPs), training providers, professional associations, and governments to ensure the development and delivery of test preparation and professional development material.

- Full time position
- Canberra, Sydney or Melbourne office location
- Salary at NAATI Band 5 level - \$105, 883 to \$117,761 per annum plus superannuation

About you

- Sound knowledge of the translating and interpreting profession including the issues, challenges and opportunities faced.
- Knowledge of NAATI and its core business and objectives.
- Formal qualifications in a relevant discipline such as language (T&I), business, education, project management and/or communications.
- High level communication and facilitation skills including experiencing in delivering training programs.
- Highly developed technical skills including expertise in learning management systems, audio visual recordings, social media and Microsoft Office.

About us

NAATI is the national standards and certifying authority for translators and interpreters in Australia. It is the only organisation to issue certification to practitioners who wish to work in this profession in Australia. Our vision is for a *connected community without language barriers.*

How to apply

Read the full job description and selection criteria and if you believe you would excel in this role, we want to hear from you!

If you have any questions about the role or wish to apply please send a short cover letter and your current CV to us at jobs@naati.com.au

This position is only open to Australian citizens or permanent residents. **Only shortlisted candidates will be contacted.**

**Applications close at 5pm
Wednesday 27th November 2024.**

**We anticipate commencement in
the role in early 2025.**

