

## LES Position Description

<b>AGENCY</b>	Australian Department of Defence
<b>POSITION NUMBER</b>	AM039
<b>POSITION TITLE</b>	Defence Translator/Coordination Officer
<b>CLASSIFICATION</b>	LE 3
<b>SECTION</b>	Defence
<b>REPORTS TO (TITLE)</b>	Defence Office Manager

### About The Department of Defence

The Australian Government's Department of Defence is responsible for national defence policy, strategic planning, and supporting the Australian Defence Force (ADF). Headquartered in Canberra, it operates as part of the overarching Australian Defence Organisation, integrating military personnel, public servants, and civilian contractors.

### About the position

Under general direction of the Defence Office Manager, this position supports the Defence Section by providing translation and interpretation services (Arabic/English), managing official diplomatic correspondences, and coordinating administrative and logistical functions in support of Australian Defence Force (ADF) operations.

### Key responsibilities of the position include but are not limited to:

- Support all administrative and operational aspects of the Defence Section.
- Manage and coordinate support to deployed personnel including drafting, dispatching, and tracking diplomatic notes, flight and ship clearances, port visit applications, and visa requirements.
- Build and maintain relationships across a broad range of stakeholders, including defence counterparts and government officials related to Defence engagement.
- Administer the English language proficiency testing for Host Nation military personnel using the ADF English Language Profiling System (ADFELPS), ensuring accuracy and adherence to required standards.
- Manage diplomatic clearance requests, prepare related dispatches, and monitor the status of all diplomatic correspondence.
- Deliver accurate translation and interpretation services between Arabic and English for official Defence business.
- Maintain a compliant filing system for all Defence Section records (incoming and outgoing) in accordance with Standard Operating Procedures (SOPs).
- Liaise with airfield ground services to facilitate ADF personnel and aircraft movements.
- Manage the Defence Section vehicle, including car logs and maintenance.
- Review and update SOPs to ensure ongoing relevance and compliance.
- Support the administration of Defence Cooperation Program activities including International Education and Training and delegation visits.
- Undertake special projects and perform other administrative duties and back up as required.

### Required Qualifications/Experience/Knowledge/Skills

- Minimum 3 years of relevant experience in a government, military, embassy or NGOs environment.

- Strong proficiency in Arabic and English (written and spoken).
- Experience in translation and interpreting of official documents and meetings.
- Proven administrative and coordination experience.
- Strong organisational and communication skills.
- Well-developed interpersonal skills and the ability to independently liaise with stakeholders and to develop and maintain a wide range of productive working relationships.
- An ability to work under guidance and meet deadlines.