

SIFISO C. KHOZA

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Translation Project Management

Organized, detail-oriented, bilingual professional with **15+ years** of experience managing translation projects and overseeing the collaborative efforts of **20+-member teams** in the production of the most widely distributed literature in the world. Has conducted consecutive and simultaneous broadcast interpretation to a live **100K+ audience**. A strong communicator with a full professional English-speaking proficiency, a technical aptitude, and the ability to execute initiatives from planning through implementation. Altruistic leader with integrity and a passion for community service.

Professional Highlights

- Translated content for more than **5000+** pieces of multimedia literature, including digital and website content.
- Works closely with **4** project team coordinators ensuring quality and timely delivery of translation projects
- Serves as a Disaster Relief **Chairman of a 5+-person committee**, coordinating and overseeing relief efforts for South African province of more than **40 towns, assisting 4K+ victims** of natural disasters since 2020

Key Skills & Technical Proficiencies

Project Planning | QA | Proofreading | Time Management | Problem Solving | Data Entry | Types 40 WPM | Zulu Microsoft Suite | MS Word | MS Excel | MS PowerPoint | CAT Tools | Memo Q | WT Global Translation System | Zoom

Relevant Work History

Language Coordinator

2021 - Present

Branch Office of Watchtower Bible & Tract Society | Krugersdorp, South Africa

Coordinates proofing and editing of multiple projects for completeness, formatting accuracy, and linguistic quality, while recruiting and interviewing potential translators, qualifying, onboarding, and training them. Drives completion of project milestones, monitoring project deliverables through weekly touchpoint meetings and quality control reviews.

- Delegates translation projects to 6 remote teams, tracks the project status, and ensures efficient workflow

Zulu Translation Department Manager

2011 - 2019

Branch Office of Watchtower Bible & Tract Society | Krugersdorp, South Africa

Managed **24-member** linguistic staff, maintaining accurate timekeeping, attendance, and performance records. Allocated workload assignments/communicated expectations by phone, through virtual platforms, email, and in-person.

- Conducted electronic data capturing, archived completed project digital files, confirmed language consistency
- Participated in International cross-functional collaboration through a proprietary global translation system

Zulu Translation Department Assistant Manager

2009 - 2011

Branch Office of Watchtower Bible & Tract Society | Gauteng, Johannesburg South Africa

Served as liaison with cross-continental teams, including Namibia and Zimbabwe, finalizing scheduling, printing deadlines, and circulation of completed translated materials and publications.

- Effectively interacted with all stakeholders regarding project status, challenges, and production timelines

Translator/Interpreter/Voice-over Artist

2006 - Present

Branch Office of Watchtower Bible & Tract Society | Krugersdorp, South Africa

Leverages bilingual communication skills in both South African Zulu and English languages to translate audio and video content for educational books, magazines, and articles, and live or delayed streaming of discourses and public events.

- Monitors recording studio production, timelines, and output for accuracy, quality assurance, and consistency

Education & Credentials

Project Management Basics Certificate | International Business Management Institute | 2022

Occupational Safety & Health Training Certificate | 2022

Translation Techniques Course (TTC) | Branch Office Training | 2009
