

1. Context	<b>Hindi Language Expert – Content &amp; Curriculum Translation</b>
2. Organogram	<p>Sr. Director, Content &amp; Curriculum</p> <p style="text-align: center;"> </p> <p>Sr. Manager, Content &amp; Curriculum</p> <p style="text-align: center;"> </p> <p>Assistant Manager, Content &amp; Curriculum</p> <p style="text-align: center;"> </p> <p>Hindi Language Expert, Content &amp; Curriculum</p>
3. Key Objectives of the Job	<p>To understand the organizational and the stakeholders' need and support in the process of creating meaningful end-to-end translation and content creation in Hindi as per the need of the target audience.</p> <p>To be meticulous while proof reading and reviewing the translated documents by picking up mistakes/gaps.</p> <p>To create high quality, error free translated documents and ensure that all translated resources are categorically and systematically documented and maintained.</p> <p>To mentor the Hindi translator/s in translation and /or transcreation of effective documents in Hindi without losing its essence.</p>
4. Major Deliverables	<p>You will assist in the process of creating high quality Hindi content across all formats of communication materials such as manuals, scripts, audio and video content, merchandise, which is easily consumed across channels.</p> <p>You will be responsible to ensure that the terminologies used in translation/transcreation are from reliable resource and in trend.</p> <p>You will be responsible for the quality of translated and/or transcreation documents with respect to its effectiveness, use of appropriate language, grammar, text and its essence, by deriving insights from field realities, referring to standardized terminologies which are updated/upgraded and derived from recognized resource (dictionary) related to languages in the ever-changing external environment.</p> <p>You will mentor Hindi translator/s in translating, transcribing materials, publication, book covers, manuals, posters, and other resources for the organization to the best of the quality in the industry and as per organization's protocols and guidelines.</p>
5. Job Challenge	<p>Multi-tasking - working on different projects to ensure that the expected outcomes are met and delivered in given timeline.</p> <p>To be perceptive and have the ability to foresee challenges and work towards overcoming them.</p> <p>To monitor the quality of translated documents and transcreation for all programmes through consistent processes set for the team.</p>
6. Specialized job competencies	To continuously upgrade knowledge of self and the Hindi translator/s.

	<p>To be a good mentor to the Hindi translator/s and address challenges effectively on day-to-day basis and come up with unique solutions.</p> <p>To work persistently with ownership and be accountable towards all the deliverables.</p> <p>To make effective use of available resources and work under challenging circumstances.</p>
7. Educational Qualification	Post-Graduation in Hindi Literature or any other translation/transcreation related course.
8. Desired Experience	<p>Minimum 5 and above years of experience in translation</p> <p>Prior experience of editing and proofreading lengthy documents preferably in publishing domain</p> <p>Experience of creating content in Hindi language in the social sector</p>
9. Other desired attributes	<p>Should be a team player and willing to work in high pressure situations.</p> <p>Should provide quality output in their work without compromising on any organization's values and standards.</p> <p>Should ensure that systems and processes are followed.</p> <p>Should monitor the quality of translated and/or transcreate documents for all programmes through consistent processes set for the team.</p>
10. Location	Mumbai
11. Salary range	As per market standards

**How to apply-**

Interested candidates are invited to submit their resume along with a cover letter detailing their relevant experience and motivation to **[contact@pmspl.net](mailto:contact@pmspl.net)**

