

1. Context	Assistant Manager/ Manager – Content & Curriculum Translation
2. Organogram	<p style="text-align: center;">Sr. Director, Content & Curriculum Sr. Manager, Content & Curriculum Assistant / Manager, Content & Curriculum</p>
3. Key Objectives of the Job	<p>To understand the organizational and the stakeholders' need and lead the process of creating meaningful end-to-end translation and content creation in Marathi and Hindi which will be easily understood by the stakeholders.</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 assist in the process of deriving decisions on knowledge creation, presentation and dissemination by deriving insights from field realities, data evaluations and external environment.</p> <p>To develop process and policies with regards to protocols to be followed in terms of translation of any documents based on the programme needs and which is alignment with organization's protocols and policies.</p> <p>To engage in ideation and creating pedagogical design to create manuals for different age groups.</p> <p>To mentor and build a robust team of professionals who will translate and /or trans create effective documents without losing its essence.</p>
4. Major Deliverables	<p>You will manage end to end translation and content creation work in vernacular languages</p> <p>You will assist in the process of creating high quality content across all formats of communication such as manuals, 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 your team members to understand organization's and the stakeholders' need and effectively translate, transcribe 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>

	You will build capacities of your team members which is a strong, process driven, rooted in organization's value and principle and culturally aligned to the organisations vision and mission.
5. Job Challenge	To build a culture of strong processes, discipline including a robust process for vetting and also significantly increase the speed of turnaround in content creation and design work Multi-tasking - working on different projects to ensure that the expected outcomes are met and delivered in given timeline. To be perceptive and have the ability to foresee challenges and work towards overcoming them.
6. Specialized job competencies	To continuously upgrade knowledge of self and the team. To be a good mentor to the team members and address challenges effectively on day-to-day basis and come up with unique solutions. To work persistently with ownership and be accountable towards all the deliverables. To make effective use of available resources and work under challenging circumstances.
7. Educational Qualification	Post-Graduation in Marathi/Hindi Literature or any other translation/transcreation related course.
8. Desired Experience	Minimum 5 and above years of experience in translation Prior experience of editing and proofreading lengthy documents preferably in publishing domain Experience of creating content in vernacular language in the social sector
9. Other desired attributes	Should be a team player and willing to work in high pressure situations. Should provide quality output in their work without compromising on any organization's values and standards. Should ensure that systems and processes are followed. Should monitor the quality of translated and/or trans create documents for all programmes through consistent processes set for the team.
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.in**