



**Pratham**

Every Child in School & Learning Well

# Translation Coordinator, Pratham

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## About Pratham

Pratham was founded in 1995, to provide pre-school education to children in Mumbai slums. Over the last 20 years Pratham has grown to be India's largest NGO working to provide quality education to underprivileged youth and children in over 21 states and union territories across the country, with a range of interventions. Pratham is a widely recognized organization, having received notable awards such as the WISE Prize for Innovation, Skoll Award for Social Entrepreneurship, the Henry R Kravis Prize in Leadership and the CNNIBN Indian of the Year for Public Service. For more details, refer to [www.pratham.org](http://www.pratham.org)

## About Pratham's Digital Initiatives Programme

Pratham has started several programs under the Pratham open schools project such as the second chance program and hybrid learning program or H-learning. The H-learning model combines both digital content through tablets and engages children in offline activities to enhance the learning outcomes. Since the launch of the project in the last 18-20 months a lot of digital content has been built and the team will continue to produce more and engaging content to improve learning outcomes.

For more details, refer to <http://www.prathamopenschool.org/>

## Translation Coordinator – Job Description

Interested individuals can share their profile for translation coordinator's job profile. Some of the responsibilities are as suggested below:

- Manage and co-ordinate with internal team and vendors for all translation related activities.
- Ensure timely creation of transcripts for translation.
- Ensure transcripts are reviewed in English and Hindi before translation in other languages is done.
- Circulate final copies of reviewed transcripts with internal team and vendors for regional language translation and review.
- Ensure final reviewed scripts are shared for voice overs and integration with ready videos.
- Ensure videos with regional voice overs are reviewed for a final quality check before uploaded on tablets or website.
- Maintain MIS and share bi-weekly updates for all the above and related activities. Report to translation manager on the same.
- If required review regional language (proficient in whichever language) content or English translations

## Qualification & Skills

- The candidate must be a graduate. Post graduates, graduates pursuing post-graduation can also apply.
- Must possess good command over basic Microsoft office suite such word, excel and Google docs, Google spreadsheet.
- Excellent command over oral and written English is essential and reading and writing skills in any other regional language/s is desirable.
- Ability to organize and manage multiple tasks efficiently.
- Candidate who has experience in co-ordination activities will be preferred.

## Application Process

Candidates are expected to send their resume and statement of purpose (around 300 words) to Sampurna Murti on [sampurna.murti@gmail.com](mailto:sampurna.murti@gmail.com) and copy Neel Pathak on [neelmpathak@pratham.org](mailto:neelmpathak@pratham.org). Preferred candidates will be interviewed for necessary skills.

## Salary:

Competitive, based on education, skills and experience.

Number of position: 1

Location: Mumbai

Start date: Immediate

Length of commitment: Based on contract

Application deadline: June 30<sup>th</sup> 2017