

<b>Job title</b>	Curriculum Translator
<b>Reports to</b>	Assistant Director – Curriculum Enrichment

### **Job purpose**

To efficiently and accurately translate the UWR Primary Curriculum content to Urdu. Curriculum Translators will be responsible for translating existing curriculum into Urdu in an effective manner so as to ensure the consistency of the quality of the curriculum.

### **Duties and responsibilities**

- Translate assigned content into Urdu according to set deadlines and quality standards
- Maintain consistency and flow in translation
- Ensure that the quality of the content is not affected by the translation process
- Adhere to the given framework in order to preserve all the different aspects of a lesson through the translation process, namely; content, context, style, tone, cultural elements, and subliminal messages
- Produce translated content with the same structure and logical sequence as the original text

### **Qualifications**

Applicant must have:

- An undergraduate degree or equivalent
- Strong written and verbal English
- Strong written and verbal Urdu
- Excellent Urdu typing skills (Using an Urdu keyboard or its equivalent)
- Excellent communication skills
- Excellent time management skills
- Impeccable attention to detail

Experience in translation, curriculum development, and content writing is a plus, but not required.

### **Job Structure**

Curriculum Translators will be assigned content by their manager and must submit all their work to their assigned reviewers in an effective and timely manner. Only content approved by reviewers will be finalized, and count towards the completion of assigned tasks.

### **Contact Details**

Email your resume and writing sample to [jobs@unitedwereach.org](mailto:jobs@unitedwereach.org). Include your name and the position you are applying for in the subject line.