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Founded in the year 2013, Mantra4Change is a Bangalore-based non-profit that works in the field of school improvement and education leadership development. Driven by our vision that every child receives an enriching learning experience, we enable the education system to drive continuous and sustainable improvements. Started as a pilot program in 2 schools in Bengaluru, Mantra4Change has evolved into an ecosystem builder, contextualizing transformation and change efforts across geographies.

You can read more about us here: a. Website: <http://www.mantra4change.com/> b. Blog: <https://mantra4changeblog.wordpress.com/> c. Facebook page: <facebook.com/Mantra4change>

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### Position Summary: Punjabi Language Consultant

We are looking for a **part-time Punjabi language consultant** who will be responsible for translating all program-related documents for the use of the stakeholders working in the State Education Department. In this position, you will play a key role in translating learning resources, training plans, concept notes for the program as well as content for communication and media engagement.

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### Roles and Responsibilities

1. Translate all programme related documents from English to Punjabi and vice versa keeping in mind the regional context and needs of the programme
  2. Proofread and edit all the Punjabi materials related to the project
  3. Draft circulars, text messages, and all other programme related communication in Punjabi
  4. Provide language-related solutions and brainstorm with the team to strengthen the content and communication of the programme
  5. Create Press Releases, video subtitles, and content for posters in Punjabi
  6. Proactively seek to understand the regional influence on the language used in various geographies where Mantra operates
  7. Proactively leverage his/her past experiences as an educator to understand and regularly provide inputs to strengthen the programme
  8. Record Punjabi voiceovers for video content
  9. Actively observe state department meetings, study department collaterals
  10. Participate in department reviews and language enhancement/correction work
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## Eligibility

- Minimum 1 year of work experience, however, candidates with experience in the education sector will be considered
  - Bachelor's/Master's Degree acquired from an accredited college or university. Preference will be given to candidates with B.Ed/D.El.Ed
  - Working knowledge of different applications such as GSuite, Canva, etc
  - Strong interpersonal and communication skills
  - Hard worker and dedicated to achieving high-quality outcomes against ambitious deadlines
  - Strong written communication and editing skills in English and Punjabi
  - Based out of MOHALI/CHANDIGARH
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## Time commitment

25 hours per week

## Remuneration

10000-15000/- per month based on experience and qualifications

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## Location

Mohali/Chandigarh, Punjab

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To apply, please fill in this [form](#)

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