



The Nal'ibali Trust



Suite 17-201, Building 17
Waverley Business Park
Wyecroft Road, Mowbray
7700, Cape Town

TRANSLATION COORDINATOR

Nal'ibali (isiXhosa for "here's the story") is a national reading-for-enjoyment campaign. It seeks to spark and embed a culture of reading across South Africa, so that reading, writing, and sharing stories – in all South African languages – is part of everyday life.

Children who are surrounded by print and immersed in great and well-told stories – in languages they understand – are more curious, confident and motivated to learn. They develop vocabulary, strengthen memory, and nurture imagination. They're more likely to become readers themselves, and to do well in school across all subjects.

Since 2012, Nal'ibali has worked with state, civil society and business partners to make sure every South African child has opportunities to fall in love with books and stories. This includes founding partners DGMT, PRAESA (the Project for the Study of Alternative Education in South Africa) and Arena Holdings (formerly Tiso Blackstar). Through advocacy, training, and high-quality reading material, Nal'ibali is helping to nurture a reading nation.

Purpose: To coordinate and ensure quality-checks take place for the translation and editing of all Nal'ibali Reading-for-enjoyment campaign products for multiple platforms (Supplement, digital, training, Communications) in all South African official languages from handover of manuscript to final/printed product. To manage and oversee all aspects of translation for Nal'ibali content. This person will also work closely with training to develop literacy training curricula with supporting training materials, both in print and digital.

Key responsibilities:

- Commissioning and managing typesetting, coordinating editing and proofreading (all languages) for the supplement x 15 editions per annum
- Commissioning translation and editing, and reviewing edited manuscripts and proofs for all Nal'ibali material
- Querying any translation issues with African Language and Afrikaans Editors
- 2nd eye proofreading (all languages)
- Ensuring sign-off on materials and delivery of print materials (all languages)
- commissioning and checking artwork
- Setting and managing schedules
- Budget control

Qualifications/Knowledge/Experience/Skills:

- At least 5 years' experience in working with translation teams and production
- Have worked in Educational publishing sector

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- Have worked with teams of translators, content developers, editors, illustrators, typesetters and designers
- A proven track record of producing material of high quality in various languages
- Experience in working with educational material an advantage
- Working in South African languages other than English and Afrikaans an advantage
- Understanding of newspaper industry content production
- The ability to work under pressure and to deadline, within budget and to acceptable levels of quality
- Must have valid driver's license
- Willingness to travel

Should you meet the above requirements, please email your motivational letter and CV to work@nalibali.org with your name and surname, position title on the subject line, (e.g. Name Surname: TC).

Closing date: 30 September 2020

Please note that feedback will be provided to shortlisted candidates only.

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