



Standards Translation Manager

Start Date: 1 September 2021; 40 hrs p/w.

Salary indication: € 40,000.- / € 45,000.- gross per year on full time basis depending on experience

Location: Amsterdam, the Netherlands

Contract: 1 year initially – extension by mutual consent

Position summary and job purpose

Are you experienced in managing translation projects in several languages, running multiple streams at the same time, and are you passionate about sustainability?

We are seeking an experienced Translation Manager to join our Standards Editorial & Publishing team in developing the GRI (Sustainability Reporting) Standards, the world's most widely used standards for sustainability reporting. The GRI Standards help organizations understand and disclose their economic, environmental and social impacts and meet the needs of information users for consistent and comparable information.

The Translation Manager facilitates making the GRI Sustainability Reporting Standards accessible for a diverse global audience. The GRI Standards currently contain 40 modular units that are available in 12 key languages. New standards are being added to the series and existing ones are revised. The translations are carried out by a professional translation agency, and they are reviewed by independent peer review panels of local sustainability professionals.

The Translation Manager will be responsible for leading all processes related to the translation of the GRI Standards and other technical publications. They will control expenditures, plan and coordinate production schedules and liaise with external suppliers and advisors. The Translation Manager will make sure that the translation projects are delivered to the highest standards and on schedule.

The Translation Manager will report to the Senior Publications Manager, Standards.

Job responsibilities

Manages all aspects of translating the GRI Standards and other technical publications into 11 languages, including:

- Developing, managing and continuously improving internal processes for translations of the GRI Standards and other technical publications
- Managing ongoing translations projects and setting up new ones
- Administrative duties including planning and financial administration
- Managing contacts with and coordinating translation projects with external parties
- Participating in setting up external peer review panels for translations and coordinating their reviews
- Managing uploading and formatting content in the content management system (Umbraco)
- Responding to external and internal queries about new and existing translation projects



Key competencies / Requirements

- At least 5 years of experience in translation/localization management in an international environment
- Degree in linguistics is an advantage
- Full professional fluency in English and at least one additional language
- Strong communication skills and suited to work in an international and multi-cultural setting
- Accurate, with a meticulous eye for detail and a commitment to the highest quality standards
- Strong project management skills with proven experience and ability to work on multiple projects simultaneously under tight deadlines
- Proficiency in MS Office
- Experience in working in CMS (Umbraco) is an advantage
- Affinity with the mission of GRI

About GRI

GRI (Global Reporting Initiative) is the independent, international organization that helps organizations be transparent and take responsibility for their impacts so that together we can create a sustainable future. We do this through the creation of the global common language for organizations to report their sustainability impacts. This enables informed dialogue and decision making around those impacts.

GRI is the global standard setter for impact reporting, which through an independent, multi-stakeholder process, maintains the world's most comprehensive set of sustainability reporting standards. Available as a free public good in 12 languages, the GRI Standards are, globally, the most widely used for sustainability reporting.

GRI plays a unique role in the global drive to create a sustainable future for all. Sustainability reporting enables transparency and helps markets function more efficiently, supporting better decisions that create sustainable benefits for everyone.

GRI works with businesses, investors, policymakers, civil society, labor organizations and other experts to develop the GRI Standards and promote their use by organizations around the world. The resulting standards help governments hold organizations accountable for their impacts and initiate dialogue to drive corporate contribution to national and international sustainable development efforts.

Today some 10,000 organizations, including 75% of the largest 250 companies in the world, disclose sustainability information through the GRI Standards – something unimaginable only 15 years ago. In addition, our standards are referenced explicitly in 160 policies of governments, regulators, and stock exchanges in 60 countries.

Headquartered in Amsterdam, the Netherlands, we have a network of seven regional hubs ensuring we can support organizations and stakeholders worldwide.

How to apply

Interested candidates, eligible to live and work in the Netherlands, are invited to submit their resume and letter of interest in English to recruitment@globalreporting.org. The deadline to submit an application is 12.00 noon (CET), **Monday 5th July 2021**. GRI appreciates all expressions of interest, however only short-listed applicants will be contacted.

GRI, Attn. Human Resources

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