

Associate/Sr. Associate

MyGov is the citizen engagement platform of the Government of India. It is an Independent Business Division under Digital India Corporation, a Section 8 company under the Ministry of Electronics & Information Technology. Details about MyGov can be seen at <https://MyGov.in> .

MyGov is looking for an Associate/Sr. Associate who can manage relationships within the ministries and can maintain communicational relationships within the departments.

You will be under probation for the first 3 months from the date of joining. It is not mandatory for MyGov to absorb you or offer you a regular contract after the completion of the probation period. The period of probation can be reduced or increased by MyGov and shall be solely based upon your performance.

After successful completion of the initial contract period, a regular contract will be given.

Please review the position listed below and apply in the form given in this notification. MyGov is hiring experienced professionals for Associate/Sr. Associate.

Interested candidates may apply in this form.

Position: Associate/Sr. Associate

No. of Position(s): 1

Qualification: Graduate/ Masters

Years of Experience: 2-4 years of experience

Roles & Responsibilities

- Managing relationships with various Ministries, Departments and Government organizations.
- Prior experience in driving citizen engagement activities will be preferred.
- Research various economic, governance, development and public policy issues (combining online sources, interviews and studies).
- Analyze and summarize data, make presentation for ministries.
- Experience in outdoor activities in organizing events, conferences, etc.

Requirements

- Proven work experience or education in marketing/public policy.
- Excellent communication skills in English.
- Advanced Level proficiency in Microsoft Word and Microsoft Excel.
- Work Location: Delhi.