

Project Manager

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

MyGov is looking for **Project Manager** is expected Possess Managerial and Creative skill.

An ideal candidate should possess monitoring, evaluation and People Management skill, good domain knowledge in – design, social media, digital marketing etc.

The candidate should have good knowledge to strategize the overall communication, Ministries presence etc, a frequent reader and updated with Ministry's relevant details.

The ability to work in a dynamic and exciting environment with strict deadlines and in a team is highly valued. Ultimately, you'll be required to drive citizen engagement.

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 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 initial contract period, regular contract will be given.

Please review the positions listed below and apply in the form given in this notification. MyGov is hiring experienced professionals for **Project Manager**.

Interested candidates may apply in this form.

Project Manager

Designation: Project Manager

Position: 01

Qualifications & Experience

Education:

Mandatory: Graduate in any domain

Experience: 8 - 10 years' experience with 2 years in similar role

Roles & Responsibilities

- Possess Monitoring, evaluation and People Management skill
- Have understanding of Government priorities and should be experienced in handling complexities
- Possess good domain knowledge in – design, social media, digital marketing etc
- Possess managerial skill to manage the overall delivery
- Good knowledge to strategize the overall communication, Ministries presence etc
- A frequent reader and updated with Ministry's relevant details
- Ability to handle substantial workload
- Possess good communication skill
- Great ability to get along with Senior Management

Requirements

- Possess Managerial and Creative skill
- Power point, excel, Google analytics, Team management, organizing online workshops and meetings, proficiency in Team, Zoom, Webex