

### **Assistant Manager/Deputy Manager– Partnership**

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 **Assistant Manager/Deputy Manager– Partnership** to join our team and will be required to manage relationships with various Ministries, Departments and Government organizations.

Assistant Manager/Deputy Manager responsibilities would include driving citizen engagement, research various economic, governance, development and public policy issues, analyse and summarize the topics, present and arrange the data and information in a brief summarised manner.

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 the **Assistant Manager/Deputy Manager - Partnership**. Interested candidates may apply in this form.

## **Assistant Manager/Deputy Manager– Partnership**

**Designation:** Assistant Manager/Deputy Manager

**No. of Positions:** 01

### **Qualifications & Experience**

#### **Education Requirement:**

**Graduation:** Candidate must possess a Graduation degree

**Experience:** 6-8 years of experience

#### **Roles and Responsibilities:**

- Managing relationships with various Ministries, Departments and Government organizations
- Driving citizen engagement activities
- Research conversations across social media platforms and analyze trends
- Generate reports based on social media tools on a regular basis
- Managing MyGov requirements from various Ministries, Departments and Government organizations
- Delivering output on behalf of the Ministry through MyGov
- Research various economic, governance, development and public policy issues (combining online sources, interviews and studies)
- Analyse and summarize the topics, present and arrange the data and information in a brief summarised manner
- Experience in outdoor activities in organising events, conferences, etc

#### **Requirements**

- Proven work experience or education in marketing/public policy
- Excellent communication skills in English