

## **Young Professional/Associate**

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 the Ministry of Electronics & Information Technology. Details about MyGov can be seen at <https://MyGov.in>.

MyGov is looking for a **Young Professional/Associate** who will be responsible for managing relationships with various Ministries, Departments and Government organizations.

An ideal candidate should have work experience or education in marketing/public policy. She/he must have advanced level proficiency in Microsoft Word and Microsoft Excel.

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 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 positions listed below and apply in the form given in this notification. MyGov is hiring experienced professionals for a Young Professional/Associate.**

**Interested candidates may apply in this form.**

**Young Professional/Associate**

**Position:** Young Professional/Associate

**No. of Position(s):** 3

**Qualification:** Graduate

**Years of Experience:** 0 - 2 years of experience

**Roles & Responsibilities**

- Managing relationships with various Ministries, Departments and Government organizations.
- Driving citizen engagement activities.
- Research various economic, governance, development and public policy issues (combining online sources, interviews and studies).
- Analyze and summarize the topics, present and arrange the data and information in an usable manner.
- 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.