<u>Researcher cum Writer</u>

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 Researcher cum Writer as Associate or Senior Associate level to join our team and will be required Create content for our social media platforms and other channels for disseminating information relevant to citizens.

Researcher cum Writer responsibilities includes proven work experience or education in research on public policy and economy and/or proven work experience as a content writer, copywriter or similar role. The candidate should be able to do both research and content writing.

Ultimately, you'll be required to designing campaigns around key public policy initiatives that can be used across MyGov platforms, with a special focus on those that would appeal to citizens, and will help 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 the Associate/ Senior Associate – Researcher cum Writer. Interested candidates may apply in the form:

Last Date for Applying: 4th May 2022

Researcher cum Writer

Designation: Associate/ Senior Associate

Position: 1

<u>Qualifications & Experience</u>

Education: Min. Graduate and should be fluent in working on Ms Office and Social Media platform

Experience: 3-4 Years of experience

<u>Roles and Responsibilities:</u>

- Research various economic, governance, development and public policy issues (combining online sources, interviews and studies)
- Analyze and summarize the topic, present and arrange the data and information in an interesting manner
- Create content for our social media platforms and other channels for disseminating information relevant to citizens

- Proofread and edit content including articles, blogs, posts, tweets etc.
- Conduct simple keyword research and use SEO guidelines to increase web traffic
- Promote content on social media
- Identify citizens' needs and gaps in MyGov content, and recommend new topics
- Ensure all-around consistency (style, fonts, images and tone)
- Any other task related to research and content writing

Additional requirements (Desirable):

- Proven work experience or education in research on public policy and economy and/or proven work experience as a content writer, copywriter or similar role. The candidate should be able to do both research and content writing
- Well aware and experience in Primary & Secondary Research. Additionally, good knowledge of quantitative and qualitative research methods. Must be able to ideate, research and generate well researched documents and reports on issues related to public policy, governance, economy and polity.
- Experience doing research using multiple sources
- Familiarity with web publications
- Excellent writing and editing skills in English or Hindi
- Ability to meet deadlines
- Portfolio of published articles