

**Job Title: Deputy Manager - Chief Minister's Good Governance Associates (CMGGA)**  
**Reports to: Project Head – CMGGA**  
**Location: Chandigarh**  
**Experience: 3-5 years, preferably from the similar background**  
**Type of Work: Full Time**

### **About Ashoka University:**

10 years ago, we embarked on a journey to establish a world-class, multi-disciplinary, liberal arts and sciences university in India. Built on the finest global best practices of institution and university governance, Ashoka has truly transformed Indian higher education in India with its unique pedagogy, governance and best practices.

Ashoka is today India's #1 liberal arts and sciences university that is home to the most diverse student body, a hub for impactful research and a magnet for best-in-class faculty and staff.

Ashoka has been ranked in the top five among private Universities in India by QS Asia and has also secured the top rank among all Indian Universities in the 'International Faculty' indicator. The University was earlier awarded a Diamond rating by QS I.GAUGE as a recognition of its continuous focus on academic rigour, inter-disciplinary pedagogy, world-class faculty, academic research, innovative modules of engagement with the community and teaching methods.

For further information, visit [www.ashoka.edu.in](http://www.ashoka.edu.in).

### **About Chief Minister's Good Governance Associates (CMGGA):**

Ashoka University is the strategic partner in this impeccable programme and has engaged to identify passionate young professionals to work with the District Administrations in Haryana.

The CMGGA Programme is a first-of-its-kind experiential learning model in India, helping young professionals understand governance and government structures at the highest level in the state.

Each year, a dynamic cohort of 25 associates works with district administration while representing the Chief Minister's Office to drive mass impact on the ground. The cohorts work on innovating new mechanisms and concepts to transform governance and services reaching the last mile citizen in the state. Over the years, it has emerged from a mere concept to a successful Good Governance programme in Haryana. Ashoka University as the strategic partner was engaged to identify passionate young professionals to work with the District Administrations for on-ground data and direct feedback from citizens, bring out-of-the-box innovations to major issues and support the Deputy Commissioners (DCs) in different mechanisms.

To know more about the program please visit <http://www.cmgga.in/programme>

### **Role and Responsibilities:**

- Define and execute a holistic strategy to meet the goals of CMGGA, including practical tech solutions for the government and managing the day-to-day affairs of the programme.
- Strategizing with Government stakeholders and Ashoka leadership to deliver on-ground impact and enhanced associate experience.
- Supervise initial on-ground research for problem scoping.
- Break down complex problems and drive effective solutions, including product development.
- Create database solutions to handle complex and critical data sets.
- Drive all aspects of the project/product life cycle in consultation with government stakeholders and other members of the program team.
- Supervise the creation of detailed guidelines for field associates to drive on-ground implementation.
- Ensuring high quality of outputs and achievement of key milestones for the programme.

- Taking the lead on synthesizing recommendations and best practices in close collaboration with the stakeholders based on the work done.
- Ongoing stakeholder management with relevant government departments and Chief Minister's Office to facilitate the implementation of recommendations.
- Creating implementation and monitoring & evaluation plans for all respective workpieces.
- Managing administrative and operations responsibilities, including managing logistics and planning for events.
- Invest in professional development and capacity building of field associates.
- Ensure Research and Documentation for the program.

#### **Skill Sets:**

- Demonstrated experience in leading teams and driving outcomes.
- Strong relationship management skills and excellent communication
- Strategic thinking and problem-solving skills, attention to detail, and the ability to manage a variety of tasks simultaneously.
- Leadership and people management skills
- Master's degree or equivalent from a top-tier institution preferred.
- Previous experience in start-ups/social sector organizations/ working with government stakeholders is desirable

**Qualifications:** The ideal candidate must exhibit excellent project coordination, team-working, organizational, self-management, and communication skills. They must possess technical and analytical skills and should have the abilities of critical thinking and complex problem-solving. Following are a few specific qualifications & requirements:

- Master's degree from a premier institute having experience in managing fellowships or government engagements or from a similar background.
- Track record for producing tangible and durable results creating innovations and working in diverse partnerships.
- Experience developing and monitoring large and complex projects from inception to implementation
- Ability to work at a fast pace, juggle multiple projects and thrive under pressure.
- Ability to engage a diverse set of stakeholders.
- Excellent People management skills and a strong analytical ability

#### **Last Date for Application:**

Application Submission Process: Please submit an updated CV at [connect.hr@ashoka.edu.in](mailto:connect.hr@ashoka.edu.in) ccing [cmgga@ashoka.edu.in](mailto:cmgga@ashoka.edu.in) with the subject line <Deputy Manager: CMGGA> by 5<sup>th</sup> March 2023

Ashoka is an equal opportunities employer. Remuneration will be competitive with Indian non-profit pay scales and will depend upon the candidate's experience levels and the overall organization's salary structure.