



## **Calling for event Co-organisers and Volunteers**

### **Based in West Bank and Gaza**

#### **Background**

EXPOTECH is a major week-long event that is held annually in West Bank and Gaza Strip under the patronage of His Excellency President Mahmoud Abbas to expose the ICT sector in Palestine and to serve as a vehicle for discussing state of the art technological trends locally and globally within its main components: the IT Exhibition and the IT Conference Days with their besides activities such as Business and Technology Forum and Multinational Days.

For its 13th year, EXPOTECH is being organized by Palestinian Information Technology Association and Palestine Information and Communications Technology Incubator for 5 sequential days to showcase the success stories of the ICT Palestinian businesses and entrepreneurs within a national week highlighting the global technological trends, business & investment opportunities and addressing the continuing importance of building IT awareness and potential growth for innovation and entrepreneurship.

This Year, EXPOTECH is calling all technology contributors and potential users to be engaged within the premier national technology week in Palestine for its 13<sup>th</sup> year focusing on mobile technologies and the smart services.

If you love teamwork and challenging tasks, this chance could be perfect for you as Expotech volunteer and co-organiser.

#### **Requirements**

The right candidate should possess the following:-

- Able to multi-task.
- Good communication and organisation skills.
- Build good working relationships with all stakeholders.
- Proactively handle any arising issues and troubleshoot any emerging problems on the event day.
- Supporting Expotech team in organising the event.

- Previous experience is required but not mandatory.
- Commitment to PITA regulation and rules.
- Working alongside event related committees as required.
- Using your initiative and acting proactively when presented with potential opportunities to promote this event.
- Promptly responding to enquiries and supporting attendees as required.
- Creative problem-solving.
- High degree of attention to detail.
- Ability to work under pressure and meet tight deadlines.
- Maintaining, organizing and managing existing events from concept to completion, ensuring they operate smoothly, efficiently.
- The work will be based in Gaza and Ramallah through PITA/PICTI offices.

### **Specialised**

The Co-organizer candidate should be specialized in one of these fields:-

- Event Management.
- Graphic Designer.
- Online Content Management.
- Social Media.

If you are interested, please fill in the form <http://bit.ly/2dYc5Dm>

**Deadline: 25/10/2016**