



Job Vacancy

Technical Coordinators

DAI is seeking highly qualified candidates for the following position:

Technical Coordinators (3 Positions)

Projects: Technology for Youth and Jobs (TechStart) Project and Innovative Private Sector Development II (IPSD II) Project

Expected Start Date: ASAP

Level of Effort: Full-time

Location: Ramallah, Palestine

Background

Palestine Technology for Youth and Jobs Project (TechStart)

TechStart is an eight-year, USD \$30 million project for the benefit of the Ministry of Telecommunications and Information Technology (MTIT) of the Palestinian Authority, funded by the World Bank (WB), the European Union, the Swiss Agency for Development and Cooperation, and the Government of the Kingdom of Netherlands, and implemented by DAI Global UK as the Project Implementation Agency (PIA).

It is designed to assist the Palestinian IT ecosystem to upgrade firm capabilities and spur employment growth. TechStart will build the capacity of Palestinian Tech firms, strengthen demand from international buyers and investors, and stimulate the absorption of high-tech knowledge in the ecosystem.

Innovative Private Sector Development II (IPSD II) Project

Innovative Private Sector Development II (IPSD II) is a project funded by the World Bank and the EU, implemented by DAI for the benefit of the Ministry of National Economy (MoNE).

The IPSD II project is a \$14.5M follow-on operation to IPSD that will respond to overwhelming demand generated by the interventions supported under its predecessor and scale up its impact. It will scale up IPSD's efforts to create economic opportunities for individuals and firms in the Palestinian territories by investing in the development of the entrepreneurial ecosystem and human capital.

Role

DAI is seeking to hire 3 Technical Coordinators to support implementation activities for the different components. The Coordinators will be assigned certain tasks which will include application assessment, verification, data processing, documentation, support activities, and grants follow-up. The Coordinators will work closely with the component leads.



Key Functions and Responsibilities

- Support the team during the implementation of the FLAP process.
- Evaluate grant applications submitted, followed by detailed examination and assessment.
- Upload applications and documents on the internal system used for application processing.
- Validate the evidence through follow-up with applicant firms through emails, phone calls, site visits, and other direct communication and document these follow ups.
- Ensure comprehensive and diligent evaluation of the firm against standards outlined in the program manuals.
- Ensure integrity of practice and compliance with program manuals.
- Discuss individual tentative evaluation, identify issues to be probed further and agree on distribution of responsibilities.
- Follow up with grants team to ensure full cycle completion of application processing.
- Highlight any issues or difficulties encountered; any doubts and types of evidence collected.
- Support operations teams in the implementation of the grants as required, including follow-up with grantees for information, as requested and overseen by Procurement and Finance Specialists.
- Work with Component Managers on implementing project activities including preparation for workshops, training, information gathering, and other assigned tasks.
- Assist in the preparation of trip schedules for consultants and follow up their logistic arrangements.
- Manage the pipeline of applications for the pre-investment program, co-investment program, market access program.
- Ensure that all project activities are entered into the internal system used for application processing.
- Assist in the management of communications between the technical team and the procurement, grants and finance teams.
- Work with the M&E Specialist in monitoring project activities for reporting purposes including monthly briefs and annual impact reports.
- Work with the Communications Officer on designing, implementing and reporting activities related to the project subcomponents.
- Report the events or special activities of the Unit.
- Assist in the day-to-day operations including specific assignments to oversee and coordinate specific programs.
- Work with the team to ensure that all technical and administrative critical path actions necessary to meet schedules, deadlines and deliverables are identified, programmed and acted upon.
- Assist in organizing and facilitating various project activities, events and interventions including planning, budgeting and financial logistics.
- Research information as required for program development and delivery.
- Act as technical writers for documents as needed.
- Demonstrate team-work spirit and a pro-active attitude in accomplishing and delivering tasks.
- Absorb and quickly learn project details and operations/ procedures and provide ideas for improvements and enhancements when possible.
- Perform other related duties as needed.

Qualifications and Experience

- Bachelor's degree in Business Administration, Information Technology, Finance, Economics, Accounting, or any related field.



- A minimum of two years' work experience in business development or program/ product management or related fields. Experience within the Palestinian ICT ecosystem is an advantage.
- Experience in business modeling and assessment of business plans for small to medium companies.
- Knowledge in the tech and entrepreneurship industry locally and internationally is a plus.
- Have analytical skills, experience, and good judgment to recommend and propose informed suggestions relative to project activities.
- Proficiency with MS Word, MS Excel, MS Power Point.
- High level of interpersonal and diplomatic skills required.
- Excellent verbal and written communication skills in Arabic and English.

Reporting

The post holders will report to the Component Managers.

To Apply: If you would like to be part of a dynamic project team and are interested in submitting your CV for consideration, please apply through the following link:

[Technology for Youth and Jobs \(TechStart\) Project - Technical Coordinator \(formsite.com\)](#)

Individual position postings including job description and qualifications sought can be viewed at the link provided. Only shortlisted applicants will be contacted for additional information.

All applications must be received no later than **Thursday, May 16, 2024.**

About DAI: DAI is a global development company with corporate offices in the United States, the United Kingdom, EU, Nigeria, Pakistan, and Palestine and project operations worldwide. We tackle fundamental social and economic development problems caused by inefficient markets, ineffective governance, and instability. DAI works on the frontlines of global development. We are committed to shaping a more livable world.

DAI is an equal opportunity/ affirmative action employer with a commitment to diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.