بسم الله الرحمن الرحيم

Pension Office

Graduate Trainee- Artificial Intelligence (AI)

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Owner	Pension Administration and Technology	Version	V1
Classification	Internal	Author	Shiufa Hussain
Effective Date	18th March 2021	Authorised by	CEO

Post: Graduate Trainee

Specialization: Artificial Intelligence (AI)

Duration: 12 months (1 year)

Service: Fixed 1 year contract

Reporting Relationships.

The Graduate Trainee will report directly to the Chief Technology Officer (CTO) and is expected to work closely with team members of the Data and Application Department.

Overall Responsibilities

The Graduate Trainee will get the opportunity to contribute design, plan and develop an Artificial Intelligence Strategy for the requirement of Pension Office

Specific Duties

- Develop an AI strategy by identifying and documenting the following:
    - Strategic AI priorities
    - Short term Artificial Intelligence adoption priorities

- Data strategy
- Ethical and legal issues
- Technology issues
- Skill and capacity
- Implementation plan
- Change Management Issues

Required Qualification

Bachelor's Degree or Master's Degree in artificial intelligence or a related field.

Desired Skills and Competencies

- Excellent technical, analytical, communication and problem-solving skills.

- Excellent knowledge on Programming Languages .

- Excellent understanding of AI techniques, algorithms and frameworks.

- Excellent knowledge on Big Data and Data Science.

Annex

Maldives Pension Administration Office is looking for a graduate specialised in data analytics and artificial intelligence (AI) to develop our AI strategy.

The Pension Office is looking to enhance capabilities on Data Analytics and AI. Like other organisations, our existing business plan identifies capabilities on workflow analytics, customer information and new customers as core business priorities.

The role offers opportunities to be involved in our working-groups, existing projects, interact with CEO, CTO and COO, make visible contributions whilst gaining invaluable hands-on experience of working with our systems and data.

After an initial period, there will be opportunities to specialise, help build and develop our longer-term AI strategy and answering questions like:

1. **Strategic AI priorities**
    ○   What are our top business priorities?
    ○   What problems do we want or need to solve?
    ○   How can AI help us deliver our strategic goals?

2. **Short term Artificial Intelligence adoption priorities**
    ○   Are there any opportunities to optimise processes in a quick, relatively inexpensive way?
    ○   What smaller steps and projects could help us gather information or lay the groundwork for our bigger AI priorities?

3. **Data strategy**
    ○   Do we have the right sort of data to achieve our AI priorities?
    ○   Do we have enough of that data?
    ○   If we don't have the right type or volume of data, how will we get the data we need?
    ○   Do we have to set up new data collection methods, or will we use third-party data?
    ○   Going forward, how can we begin to acquire data in a more strategic way?

John Griday

4. **Ethical and legal issues**
   - How can we avoid invading people's privacy?
   - Are there any legal implications of using AI in this way?
   - What sort of consent do we need from customers/employers/users/employees?
   - How can we ensure our AI is free of bias and discrimination?

5. **Technology issues**
   - What technology is required to achieve our AI priorities (for example, machine learning, deep learning, reinforcement learning, etc.)?
   - Do we have the right technology in place already?
   - If not, what systems do we need to put in place?

6. **Skill and capacity**
   - Where are our skills gaps?
   - To fill those gaps, do we need to hire new talent, train existing staff, work with an external AI provider or acquire a new resources?
   - Do we have awareness and buy-in for AI from leadership and at other levels in the business?
   - What can we do to raise awareness and promote buy-in?

7. **Implementation**
   - How will we deliver our AI projects?
   - What are the key next steps?
   - Who is responsible for delivering each action?
   - Which actions or projects will need to be outsourced?

8. **Change Management Issues**
   - Which employees and teams / departments will be impacted by AI projects?
   - How can we communicate effectively with those people about the change?
   - How should the change process be managed?
   - How will AI change our organisation culture, and how will we manage that culture change?

Pension Office

Graduate Trainee -Actuarial Science

Document Number	TOR_2021/2	Authorized Date	21st March 2021
Owner	Investments and Financial Management	Version	V1
Classification	Internal	Author	Shiufa Hussain
Effective Date	18th March 2021	Authorized by	CEO

Position: Graduate Trainee

Specialization: Actuarial Science

Service: 1-year contract

Department: Investments and Advisory Services

Reporting Relationships.

The Graduate Trainee will report directly to the Head, Investment and Advisory Services and is expected to work closely with team members of the Investment and Financial Management Division

Overall Responsibilities:

The Graduate Trainee will get the opportunity to contribute technical inputs for Maldives Retirement Pension Scheme (MRPS) related investments and other member benefits while undertaking responsibilities related to numerical data analysis and reporting functions of MRPS related investments and products.

Specific Tasks:

- Contribute to the development of annuity products to MRPS retirees;

- Participate in developing benefit schemes for MRPS members;

- Evaluate through numerical analysis strategies for selecting the most suitable investments based on risk return characteristics of individual MRPS funds;

- Formulate risk mitigation methodologies through comprehensive statistical models to assist in minimizing any negative impact on existing investments;

- Assess the impacts on MRPS investments and reporting framework, to factor variables in economic outlook developments;

- Develop framework to compliment investment due diligence process by incorporating financial models on calculation of risk return characteristics;

Minimum Requirement/Qualification

A Bachelor's Degree in the field of Actuarial Science

Desired Skills and Competencies:

- Excellent analytical and quantitative skills with computer proficiency;

- Excellent and effective communication skills, including the ability to prepare the technical analysis and reports, deliver presentations, making and defending recommendations;

- Excellent organizational, time management and strong interpersonal skills with a desired leadership;

- Ability to multitask, to work flexibly and meet tight deadlines;

- Attention to details and proven ability to work independently and effectively.

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