بسم الله الرحمن الرحيم

Pension Office

Terms of Reference

Graduate Trainee

Position: Graduate Trainee
Specialization: Artificial Intelligence (AI)
Service: 1-year contract
Department: Innovation & Technology Division

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 Services Department.

Overall Responsibilities:
The graduate trainee will work with our Team to gain practical experience in AI and machine learning and contribute to the development and implementation of AI solutions.

Specific Duties
- Work with the Data Services Team to develop and implement AI models using various programming languages and tools.
- Undertake research and analysis on AI-related subjects and trends to support the implementation of our strategic plan for Artificial Intelligence.
- Collaborate with cross-functional teams to understand business requirements and translate them into AI solutions.
- Assist in data collection, data preprocessing, and data labeling tasks for AI projects.
- Participate in the development and maintenance of AI documentation, technical reports, and user manuals.
- Attend relevant training sessions, seminars, and workshops to enhance technical skills and knowledge.

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

Desired Skills and Competencies
- Knowledge of programming languages such as Python, NodeJS, Java, and C++.
- Familiarity with AI and machine learning concepts and frameworks.
- Strong analytical and problem-solving skills.
- Excellent communication and collaboration skills.
- Ability to work independently and in a team environment.