

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Pension Office

## **TERMS OF REFERENCE**

### **1. INTRODUCTION**

Post: Machine Learning Engineer

Post Type: Permanent

Initial contract shall be for a period of 1 (one) year. The contract shall be extended or made permanent based on performance, upon successful completion of one year.

Department: Data Services

### **2. REPORTING RELATIONSHIPS**

The Machine Learning Engineer shall report to the Manager, Data Services

### **3. SCOPE OF WORK**

The Machine Learning Engineer shall be responsible for the following tasks to ensure effective utilization of machine learning techniques and technologies within the organization's operations and services.

- Researching and experimenting with new, suitable machine learning algorithms and tools.
- Consulting with Department Heads and relevant Team members to determine and refine machine learning objectives.
- Maintaining a comprehensive list of use cases for machine learning and conducting biannual reviews.
- Developing and implementing machine learning infrastructure.
- Designing and developing machine learning systems and self-running artificial intelligence applications to automate Pension Office services.
- Transforming data science prototypes and applying appropriate ML algorithms and tools.
- Running machine learning tests and experiments.
- Training and retraining systems when necessary.
- Ensuring that algorithms generate accurate user recommendations.
- Solving complex problems with multi-layered data sets and optimizing performance using existing machine learning libraries and frameworks.



- Developing ML algorithms to analyze huge volumes of historical data for making predictions.
- Running tests, performing statistical analysis, and interpreting test results.
- Documenting machine learning processes and developing Standard Operating Procedures (SOPs).
- Implementing AI strategy and preparing a quarterly progress report.
- Applying techniques to efficiently manage modeling resources and meet inference requests.
- Delivering deployment pipelines for model serving.
- Applying best practices and progressive delivery techniques to maintain a continuously operating production system.

#### 4. QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Machine Learning, Artificial Intelligence, Data Science, or a related field, with a minimum of 2 years of experience in a similar role.

OR

- Professional Certificate in Artificial Intelligence, Data Science, or related field, with at least 5 years of relevant work experience.

#### 5. DESIRED SKILLS AND COMPETENCIES

- Strong Programming Skills
- Machine Learning and Deep Learning Expertise
- Data Manipulation and Analysis Proficiency
- Problem-Solving and Algorithmic Thinking
- Knowledge of AI Tools and Technologies

