



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Artificial Intelligence (AI) Intern (2x posts)
Division:	Secretary General's Office (SGO)
Reports To:	Adviser - AI and Transformative Technology
Duration:	9 Months

General Information

The Commonwealth Secretariat is the principal intergovernmental body of the Commonwealth, responsible for advancing and achieving the shared goals of the association of 56 member countries in advancing democracy, development and respect for diversity.

Against this backdrop, and with the advent of AI, new developments in the sector and recalling the CHOGM mandate of June 2022 on addressing the digital divide and empowering women and youth, the Commonwealth Secretariat established the Commonwealth Artificial Intelligence Consortium (CAIC) in June 2023.

The aim of CAIC has been to provide strategic leadership by building the domestic AI capacity of its members with particular focus on small states. The CAIC is operationalised through 4 working groups - namely research and innovation, policy, data and infrastructure and capacity building. The members of the CAIC comprise of champion countries, industry leaders in AI, start-ups, think tanks and universities.

The CAIC aims to build the domestic AI capacity of the Commonwealth members through:

- a) Cutting edge research and innovation in AI and its application in an ethical and responsible manner, based on the different levels of development of its members;
- b) Support effective AI Policy Development through initiatives such as the AI Policy Toolkit to assist members in further AI policy adoption;
- c) Develop technical AI capacity building based on the different needs of member states;
- d) Undertake resource mobilisation and collaborative initiatives with various stakeholders for the provision of sound infrastructure for AI and transformative technologies; and
- e) Build collaborations and partnerships for long term sustainability of the CAIC projects.

Job Summary

The internship will enable the successful candidates to expand their skills and experience through undertaking research and capacity building in the area of AI.



The successful candidates will:

- build and expand their professional networks;
- work in a multicultural and dynamic work environment;
- improve their skills and knowledge in AI;
- work on real world AI application and deployment in the Commonwealth;
- and
- improve their managerial, organizational, project management, and problem-solving skills.

The AI Interns will work closely with the Adviser - AI and Transformative Technology and the working group leads of CAIC in the implementation of the pilot phase project for CHOGM 2024. The post-holders will also be responsible for the following:

- (i) Assisting in the design and development of AI models for various applications, such as natural language processing, computer vision, predictive analytics and others;
- (ii) Assisting the Adviser - AI and Transformative Technology with the development and deployment of AI tools;
- (iv) Collaborating with cross-functional teams to understand the requirements for integrating AI solutions into products or services of the Secretariat;
- (v) Undertaking research in relation to AI developments for the respective working groups of the AI consortium, including for further research and for innovation; and
- (vi) Keeping up to date with the latest AI research and technologies to suggest innovative ideas and improvements.

Person Specification

Education

- A Master of Science (MSc) degree in Artificial Intelligence or in Data Analytics from a recognized university in the Commonwealth.

Experience

- Fundamental understanding of Machine Learning (ML) concepts, with demonstrable experience in Python, AI/ML libraries Gen AI and knowledge of version control tools such as GitHub;
- Demonstrated experience in the development and deployment of AI applications and models;
- Strong problem-solving and research skills;
- Some experience of working in international organization in the field Artificial Intelligence will be an advantage.



The Commonwealth

Competencies

Respect for Diversity

Works effectively with people from all backgrounds.
Treats all people with dignity and respect. Treats men and women equally.
Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making.
Examine own biases and behaviors to avoid stereotypical responses and does not discriminate against any individual or group.
Identifies biases in systems and processes.

Working with Others

Regularly shares information of value with colleagues.
Shows commitment to delivering on key agreements made to colleagues.
Makes an effort to view a situation from the other party's perspective as well.
Demonstrates awareness and sensitivity to colleagues' pressures.
Utilises networks to ensure similar goals are achieved collaboratively.
Develops long term relationships across cultures and / or geographical boundaries.
Uses relationships to identify the best people to help in completion of tasks.
Tactfully deals with difficult people to gain buy-in and manage their expectations.

Developing & Applying Expertise

Takes advantage of opportunities to develop an area of expertise.
Takes learning from previous experience and applies them appropriately.
Demonstrates willingness to learn new skills and / or approaches.

Adapting & Innovating

Recognizes opportunities for improvement and proposes change with impact and effect.
Helps others evaluate and strengthen ideas.
Quickly grasps new concepts and how to apply them.
Demonstrates flexibility e.g. by working beyond own remit in order to achieve an objective inter alia.
Will effectively reorganize activities when faced with changing contexts and demands.
Welcomes and adapts to new ideas and / or approaches.