

Terms of Reference for AI Strategy Implementation Officer at Green Climate Fund (GCF)

Position Title: AI Strategy Implementation Officer

Duration: Full-Time

Location: Songdo, South Korea

Reporting To: Head of the Office of Financial Analysis and Innovation

Introduction:

The AI Strategy Implementation Officer will join the Office of Financial Analysis and Innovation at the Green Climate Fund (GCF), the world's largest climate fund. This position plays a crucial role in driving forward GCF's commitment to innovation and technological advancement in supporting vulnerable communities. Reporting directly to the Head of the Office, the Officer will lead the development and implementation of a transformative AI strategy.

Background:

GCF is dedicated to empowering vulnerable communities through innovative climate financial solutions. Our new enterprise-level AI project aims to automate and enhance our investment proposal review process, financial problem-solving, and strategic decision-making.

Objective:

The AI Strategy Implementation Officer will spearhead the scoping and development of GCF's in-house AI solution's development, deployment, and management, ensuring it aligns with GCF's mission and enhances our operational capabilities.

Key Responsibilities:

1. AI Solution Development:

- Develop and customize AI models using Python and relevant AI frameworks.
- Collaborate with external vendors or partners in developing the AI solution.
- Ensure the AI system aligns with GCF's investment criteria and operational workflows.

2. Project Management:

- Oversee the project timeline, budget, and resources.
- Coordinate with different departments for requirement gathering and solution integration.

- Manage risks and ensure compliance with data security and privacy regulations.
3. **Team Collaboration and Training:**
- Work closely with OFAI and other divisional teams to understand their needs and feedback.
 - Train staff in using the AI system and promote a culture of AI literacy within GCF.
 - Facilitate ongoing learning and adaptation of the AI system based on user feedback.
4. **Performance Monitoring and Reporting:**
- Monitor the AI system's performance, ensuring efficiency and accuracy in proposal review and decision support.
 - Generate reports and insights for senior management, demonstrating the value and impact of the AI solution.
5. **Continuous Improvement:**
- Stay updated with AI trends and advancements relevant to GCF's objectives.
 - Propose and implement enhancements to the AI system for continuous improvement.

Qualifications and Experience:

- **Education:** Master's degree in Computer Science, AI, Data Science, or related fields.
- **Experience:** 4 years of professional experience in AI/ML project development and implementation.
- **Technical Skills:**
 - Proficiency in Python and AI/ML frameworks
 - Experience in machine learning and data analytics.
 - Familiarity with cloud computing platforms and data security best practices.
- **Project Management:** Demonstrated ability in managing complex AI projects, preferably in a non-profit or financial sector context.
- **Communication:** Excellent communication and interpersonal skills, with the ability to work effectively across diverse teams.
- **English:** Must speak conversational level English