Role Summary:
The Manager at CDGAI will oversee the operational, administrative, and strategic functions of the center, ensuring smooth execution of AI-driven projects, research initiatives, and collaborations with industry and government partners. This role combines leadership, project management, and stakeholder engagement to drive the center's vision forward.

Key Roles & Responsibilities:

1. **Strategic Planning & Execution:**
   - Support the Director in defining the strategic direction and annual goals of the center.
   - Translate strategic objectives into actionable project plans, timelines, and deliverables.
2. **Project & Program Management:**
   - Oversee ongoing AI research and development projects, ensuring timely completion and quality standards.
   - Coordinate cross-functional teams including software developers, researchers, and analysts.
   - Monitor project budgets, resources, and procurement requirements.
3. **Administrative & Operational Management:**
   - Manage day-to-day operations of the center, including resource allocation and office management.
   - Maintain documentation, reports, and records for internal and external audits.
   - Ensure compliance with university policies, regulations, and quality standards.
4. **Team Leadership & Development:**
   - Supervise and mentor staff, fostering a culture of collaboration, innovation, and accountability.
   - Assist in recruitment, onboarding, and performance evaluation of team members.
   - Encourage professional development and continuous learning within the team.
5. **Stakeholder Engagement & Networking:**
   - Serve as the primary liaison with government agencies, industry partners, and academic collaborators.
   - Facilitate workshops, seminars, and networking events to showcase the center's work.
   - Represent the center in national and international forums, conferences, and meetings.
6. **Monitoring & Reporting:**
   - Track key performance indicators (KPIs) for projects and center operations.

- o Prepare periodic reports for the Director, university leadership, and funding bodies.
- o Identify risks, challenges, and opportunities, and propose corrective actions.

7. **Innovation & Knowledge Management:**
   - o Support the adoption of emerging technologies and AI methodologies in center projects.
   - o Promote knowledge sharing and documentation of best practices across teams.

Qualifications & Skills:

- Master's degree in Computer Science, Data Science, AI.
- Proven experience in project management, team leadership, and operational management.
- Strong understanding of AI technologies, software development processes, and research initiatives.
- Excellent communication, negotiation, and stakeholder management skills.
- Ability to work in a dynamic, multidisciplinary environment.

Role Summary:
We are seeking a talented Software Developer to join our dynamic team. The ideal candidate will design, develop, and maintain AI-powered applications, platforms, and tools that support the center's projects. This role combines programming, problem-solving, and collaboration with researchers, data scientists, and stakeholders.

Key Responsibilities:

- Develop and maintain software applications, APIs, and platforms supporting CDGAI projects.
- Collaborate with researchers, AI engineers, and project teams to translate research outputs into functional software.
- Integrate foundational AI models (LLMs, vision, speech, and datasets) into applications.
- Implement and maintain database systems, cloud services, and backend infrastructures.
- Contribute to code quality through testing, documentation, and version control.
- Stay updated with emerging technologies and best practices in software development and AI.
- Assist in technical troubleshooting and deployment of applications for internal and external use.

Required Skills & Qualifications:

- Bachelor's or Master's degree in Computer Science, Software Engineering, or related field.
- Strong programming skills in Python, JavaScript, or relevant languages.
- Experience with web frameworks (e.g., FastAPI, Node.js/Express) and frontend frameworks (React).
- Familiarity with databases (SQL/NoSQL) and cloud services (AWS, GCP, Azure).
- Understanding of AI/ML integration, APIs, and model deployment.
- Knowledge of version control systems (Git) and collaborative software development practices.
- Strong problem-solving, analytical, and communication skills.

Preferred:

- Experience with AI frameworks like Hugging Face, OpenCV, LangChain, or OpenAI API.
- Familiarity with data pipelines, evaluation/benchmarking modules, or model performance logging.
- Experience in government or social impact tech projects.