**BRAC International**

**Department:** Human Resources

**Duration:** 3 months

**Starting Date:** October 2015

**Application Deadline:** 28th September 2015

**Location:** Head Office, Dhaka

**Working Hours:** 8.30am-5.15pm, Sunday-Thursday

**Purpose**

This internship is intended to give a student practical, hands-on experience in the area of human resources. The person will assist HR personnel on various projects and will have the opportunity to see and learn the business realities of sustaining a mammoth development organisation in different countries. The intern will work exclusively with BRAC international on setting up new policies and practices for different countries and be exposed to a range of HR activities and people across geographies. For graduates with an interest in the development sector and HR management in the longer term this may be an unparalleled learning opportunity which combines interaction with external and internal stakeholders and senior management as well as possible field trips within BRACs extensive operations in Bangladesh.

**Responsibilities**

Under the overall supervision of The BI HR team, the intern is expected to:

* Work with the HR Team to research best practices in select HR functions
* Gather relevant data and compile internal and external reports to inform /review HR policy
* Support the HR team with staffing and recruitment;
* Help design training modules and actively engage in coordinating learning and development efforts
* Assist with operational delivery of general HR activities for countries in Africa and Asia
* Work on specific projects such as HR ERP based on need and timeframe

**Requirements**

1. **Education**

Bachelors or Masters in Social Sciences, Psychology, Management or relevant field with an interest/specialisation in HR

1. **Knowledge/skills/competencies**

Ability to exercise tact and diplomacy and to deal with a variety of highly confidential and sensitive issues with discretion

Excellent interpersonal, communication and IT skills

Good prioritisation skill and ability to coordinate a variety of work activities

Fluent English speaking and good writing skills

Interest in development sector and exposure to multicultural perspectives