**BRAC Internship Opportunity – Details**

**Programme/Enterprise:** Advocacy for Social Change

**Project/Unit:** Knowledge Management Unit

**Duration:** 3 months

**Starting Date:** 9th October 2016

**Application Deadline:** 2nd October 2016

**Location:** Head Office, Dhaka

**Working Hours:** 9am-5pm, Sunday to Thursday

**Programme/Enterprise Description**

Advocacy for Social Change (ASC) is a core programme that works to create an enabling environment for other BRAC programmes so they can achieve their objectives more successfully. ASC actively participates in policy-making advocacy by engaging policy-makers and duty-bearers at national and sub-national level. It creates a common platform where stakeholders from all levels can participate and voice their opinions on issues that significantly impact the welfare of society and people in general. ASC develops a consensus among stakeholders as well as the general/underprivileged population through regular roundtables, dialogues, workshops, and seminars. Knowledge management is a new initiative of ASC with a mission to connect knowledge and insights across the organisation.

**Project/Unit Description**

The Knowledge Management Unit (KMU) is a centre operating under the umbrella of the ASC team for nurturing knowledge management with the aim of enabling every person in the organisation to access knowledge with the ‘anything, anywhere, anytime’ paradigm. The Unit’s plan is to bridge the information gap between knowledge workers and sharpen knowledge-sharing practice. To achieve organisational benefits and sustainability in the global economy, a Knowledge Management strategy has been outlined to establish BRAC as a knowledge-generating organisation.

**Purpose of Internship**

Among many initiatives of the KMU, this year ASC is planning to celebrate BRAC Technology Day to mobilise support from and engagement of BRAC staff members for all the technological advancements made each year. The objectives of the day will be as follows:

1. Create enthusiasm among BRAC staff members (the ultimate users and beneficiaries) of the technological tools/advancements that were attained in the preceding period to ensure quick uptake and adaptation
2. Address the changes in the broader context of BRAC’s Strategic Plan through discussions, campaign and communication materials
3. Seek feedback from BRAC staff members and external stakeholders to identify further priorities or to reprioritise future workplans
4. Promote ownership and drive usage

**Intern’s Responsibilities**

1. Support the development of knowledge management materials for KMU
2. Support organisation of events to celebrate BRAC Technology Day
3. Develop knowledge management resources by documenting best practices and capturing knowledge management practices through written stories and video debriefings
4. Write and develop reports, factsheets and info-graphics based on activities carried out by ASC programme

**Requirements**

1. Educational Background

Level: Bachelor’s Degree

Subject: Communication and Journalism / Anthropology / Sociology / Social Work / Social Welfare / Development Studies / English

1. Language Proficiency

Bangla: Fluent

English: Fluent

1. Knowledge/Skills/Competencies

* Experience in content management and collaboration using web portal and INTRANET
* Proven ability to write concise reports and deliver effective oral presentations
* Actively produce and disseminate new knowledge; create mechanisms to collect and share knowledge
* Social Media Marketing experience on all major social media platforms will be an added advantage

1. Work/Volunteering Experience

- Not essential but a track record of social or voluntary work will be an added advantage