**BRAC Internship Opportunity – Details**

**Programme/Department**: Procurement

**Duration**: 6 months

**Starting Date**: 1st July, 2016

**Application Deadline**: 31st May, 2016

**Location**: Head Office, Dhaka

**Working Hours**: 8.30 AM - 5.15 PM, Sunday to Thursday

**Purpose**

This internship offers fresh university graduates an opportunity to put their scholastic thoughts into designing a business model and provide practical knowledge on procurement functions aiming to prepare themselves as skilled human resources. The intern will analyse existing procurement data and make suggestions for system optimisation especially outlining and framing cost-saving tools and designing a business model for procurement department.

**Responsibilities**

1. Collect information regularly from market and analyse market trends to avail best market opportunities
2. Prepare and float request for quotations (RFQ) to potential vendors
3. Collect quotations from potential vendors
4. Prepare comparative statement and recommend the responsive offer(s)
5. Take procurement approval as per Table of Authority
6. Prepare and issue purchase order to successful bidder
7. Manage contract for smooth delivery of required goods
8. Process payment after successful delivery of ordered goods

**Requirements**

1. Academic Background
* Master’s/ Bachelor’s in Business Administration / Management / Marketing / MIS / Finance
1. Language Proficiency: English (Fluent)
2. Knowledge/Skills/Competencies: Computer literacy