

BRAC Internship Description

Programme/Enterprise: Education

Project/Unit: Communications

Duration: 2 months

Application Deadline: 30th June 2018

Starting Date: 15th July 2018

Location: Head Office, Dhaka

Working Hours: 8.30am – 5.00pm, Sunday to Thursday

Monthly Stipend: BDT 5,000

Programme/Enterprise Description:

BRAC Education Programme has been pioneering non-formal primary education for children who have dropped out of public schools, and is expanding it to create a full system of educational opportunities from early education to adolescence, focusing particularly on girls from disadvantaged areas. Our low-cost, scalable schooling model and range of complementary services have made us the world's largest secular private education provider.

Project/Unit Description:

- a) Donor Liaison and fund raising
- b) Knowledge management and planning
- c) Internal communication and campaign planning

Purpose of Internship (including learning outcomes)

The intern will facilitate the communication unit with material write up. After completing the internship, the Intern will be able to have a sound knowledge of the internal communication flow of an organisation.

Intern's Responsibilities

- a) Communication and campaign management operation
- b) Disbursement of information within BEP and all BRAC employees_ALL BRAC
- c) Inventory management, support and reporting

Requirements

- a) Educational Background
 - Level: Graduate
 - Subject: English / Linguistics / Literature

- b) Language Proficiency
 - Bangla
 - Spoken: Moderate
 - Written: High
 - English
 - Spoken: High
 - Written: High

- c) Knowledge/Skills/Competencies:
 - Proficiency in writing features
 - Good time management skills
 - High learning agility

- d) Work/Volunteering Experience:
 - Association with publication will be an advantage