

BRAC Internship Opportunity – Details

Programme: BRAC International

Unit: Human Resource Division (HRD)

Duration: 03 Months

Application Deadline: 17th November 2018

Starting Date: 25th November 2018

Location: Head Office, Dhaka

Working Hours: 8:30 am – 05.00 pm, Sunday to Thursday

Monthly Stipend: BDT 5,000

Purpose of Internship

This internship is intended to give fresh graduates a practical, hands-on experience in the area of human resources. The intern will assist HRD personnel in 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. S/he will gain exposure to a range of HR activities and people from different countries. For graduates with an interest in the development sector and HR management, this may be a unique learning opportunity which combines interaction with external and internal stakeholders and senior management as well as possible field trips within BRAC's extensive operations in Bangladesh.

Project/Unit Description

Human Resource Division, BRAC International provides support to BRAC International Head Office and all 10 operating countries in Asia and Africa.

Intern's Responsibilities

- a) Working with HRD to research best practices in some specific HR functions
- b) Assisting HRD in the recruitment process
- c) Working on specific projects, such as HR Enterprise Resource Planning
- d) Compiling training report on capacity development initiatives from different countries and providing support in organising training where necessary
- e) Facilitating operational delivery of general HR activities for countries in Africa and Asia.

Requirements

a) Educational Background

- Level: Bachelor's or Master's
- Subject: Management / Human Resources Management / Social Sciences

b) Language Proficiency

English

- Spoken / Written: Advanced

Bangla

- Spoken: Fluent
- Written: Basic

c) Knowledge/Skills/Competencies

- Ability to exercise tact and discretion to deal with a variety of highly confidential and sensitive issues
- Excellent interpersonal, communication and IT skills
- Good prioritisation skill and multitasking ability
- Interest in development sector and exposure to multicultural perspectives