

BRAC Internship Description

Programme/Enterprise: Disaster Management & Climate Change (DMCC)

Project /Unit: Knowledge Management

Duration: 6 months

Application Deadline: 25 June 2018

Starting Date: 03 July 2018

Location: Head Office, Dhaka

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

Monthly Stipend: BDT 5000

Programme/Enterprise Description

Since 2008, DMCC programme has been working to support BRAC to effectively respond in minimising disasters and the impacts of climate change at national and international levels. Through our efforts, we build the resilience of the most vulnerable communities affected by disasters, permitting them to cope and recover from the adverse effects of climate change.

Project/Unit Description

In 2016, the Knowledge Management Unit (KMU) was formed under the DMCC programme to strengthen informed decision-making processes, capture best practice models and innovation promotion focus on emergency responses, risk reduction and climate change related activities.

Purpose of Internship (including learning outcomes)

The intern will work on designing and developing communication and awareness-raising materials.

Intern's Responsibilities

- a) Analytical report writing for publication (booklets, abstracts and policy brief reports)
- b) Creative writing for documentation (stories, photo narration, best practice models and newsletter)
- c) Design and development of key messages for awareness-raising materials
- d) Content development for DMCC fact sheet, website and story lab.

Requirements

- a) Educational Background:
 - Level: Bachelor's / Master's
 - Subject: Economics / Social Science / Mass Communications / Behavioural Science
- b) Language Proficiency:
 - English
 - Spoken: Basic
 - Written: Advanced
 - Bangla
 - Spoken: High
 - Written: Advanced

c) Knowledge/Skills/Competencies:

- Knowledge of behavioural change communication
- Strong background in methodology development for story capture, best practice model and innovation promotion
- (written, verbal and non-verbal) ability to receive and convey information effectively
- Ability to work independently without detailed instructions, has a degree of innovation

d) Work/Volunteering Experience:

- Experience in publication and creative writing in journal, newspaper and social media