

BRAC Internship Description

Programme/Enterprise: Gender Justice & Diversity

Project/Unit: Capacity Development

Duration: 3-4 months

Application Deadline: 30th June, 2018

Starting Date: 22nd July, 2018

Location: GJD Dhaka Field Office, Gulshan Bhaban

Working Hours: 9.30am to 5.00pm, Sunday to Thursday

Monthly Stipend: BDT 5000

Programme/Enterprise Description

The Gender Justice and Diversity (GJ&D) Programme began its journey in 2005. GJD facilitates BRAC towards gender mainstreaming across programmes creating a gender responsive work environment at the organisational level. It works simultaneously within the organisation and with the community. As integral part of promoting gender equality, it works to resist violence against women at a national level by influencing government policies and agendas, organises public forums and events, and leverages national and international alliances for gender justice.

Project/Unit Description

The GJD's Capacity Development Unit is dedicated to support BRAC staff and other stakeholders to realise organisational commitments to gender equality, women's empowerment and women's rights through transformative training and learning.

This unit also promotes articulation and knowledge exchange among BRAC programmes and departments, other relevant groups and the development of tools and materials in the area of training for gender equality. It supports the documentation of existing good practices and innovative processes, as well as discussion and analysis of training methodologies and approaches directed towards contributing to ongoing capacity development as a concrete means of achieving gender equality and women's empowerment.

The Internship is based in GJD Dhaka Field Office, located at Gulshan Bhaban and will support the design and implementation of courses and activities undertaken by the Capacity Development Unit. The Intern will work under the supervision of the Manager, Capacity Development Unit.

Purpose of Internship (including learning outcomes)

This internship will develop the intern's skills in gender integration and sensitise him/her on gender issues so that s/he can contribute significantly to promoting gender equality in his/her own professional life.

Intern's Responsibilities

- a) Gain detailed understanding of the programme through discussions with team members, documents, reports, IEC-BCC materials and taking learning notes.
- b) Identify areas and develop a plan to bring about these changes
- c) Assist in developing new solutions for common business/organisation practices
- d) Undertake regular field visits.
- e) Conduct desk-based literature reviews on specific content.
- f) Presentation and report submission at the end of internship.

Requirements

a) Educational Background:

Level: Bachelor's / Master's degree

Subject: Women and Gender Studies / Sociology / Development Studies

b) Language Proficiency:

Bangla

- Spoken/ Written: Advanced

English

- Spoken/ Written: Advanced

c) Knowledge/skills/Competencies:

Commitment to Continuous Learning

- Promotes a learning environment in the office by personal example;
- Shows willingness to learn from others;
- Seeks feedback to learn and improve.

Client Orientation:

- Identifies clients' needs and match them to appropriate solutions ensuring the inclusion of new and emerging issues/approaches;
- Monitors ongoing developments inside and outside the client's' environment to keep them informed and anticipate problems;
- Meets timeline for delivery of products or services to clients.

Technological Awareness:

- Fluency in office software, email, web-based applications and databases;
- Keeps abreast of available technology.

Planning and Organising:

- Ability to plan own work and manage conflicting priorities;
- Ability to develop clear goals that are consistent with agreed strategies;
- Ability to identify priority activities and assignments and adjust priorities as required.

Ability to organise, facilitate and participate in training workshops:

- Basic networking, team-building, organizational and communication skills;
- Capacity to work with diverse partners including governments, donors and civil society;
- Interest and commitment to the empowerment of women particularly through training for gender equality and capacity development;
- Good knowledge of gender issues.