

BRAC Internship Description

Programme/Enterprise: Health, Nutrition and Population Programme

Project/Unit: Social Enterprises/ Business Development Team

Duration: 3 months

Application Deadline: 20th December 2018

Starting Date: 1st January 2019

Location: Head Office, Dhaka

Working Hours: 9:00am - 05:30pm

Monthly Stipend: BDT 5,000

Programme/Enterprise Description

BRAC HNPP goal is to improve health status of poor, underprivileged and disadvantaged populations, primarily women and children driven by the organization's overall vision, mission, goal and values with a holistic approach to reduce poverty and empower people.

Project/Unit Description

Social enterprises were devised with the objective to provide low cost healthcare solutions for the marginalized communities available at both urban and rural areas. The business development team assist in smooth implementation of such social enterprises through the development of strategic partnerships with market actors, identification of market needs, improvements on existing processes and systems, and insights on improving existing offerings over time.

Purpose of Internship (including learning outcomes)

The intern will assist the business development team in coordinating with other departments for process and system improvement, collect and compile data for reports/documents to be shared with the management team and conduct administrative tasks like bill & invoice processing. This will enable him to develop communication skills and strong mentality for personal growth

Intern's Responsibilities

- a) Assist the business development team in coordinating with other departments like Finance & Accounts, Procurement, HR and IT.
- b) Provide assistance in managing the flow of paperwork related to the activities of the business development team.
- c) Conduct market field visits to capture intelligence on potential competitors for smooth operations of the SBUs.

- d) Support the business development team to craft and devise business proposals, daily progress reports with partnerships and streamlining process improvement reports.

Requirements

a) Educational Background

- Level: Bachelor's degree (minimum final year)
- Subject: Public Health

b) Language Proficiency

Bangla

- Spoken / Written: high

English

- Spoken / Written: high

c) Knowledge/Skills/Competencies:

- Basic level proficiency in relevant computer applications, particularly Microsoft Excel, PowerPoint and Word
- Good communication and writing skills (both English and Bangla).
- Should be an active cooperative player to foster strong bonding within the team
- Should have positive attitude to deal with various challenges faced in the work space
- Understanding of deadline importance and ensure proper adherence needs to be met accordingly
- Ability to receive feedback positive is critical