

BRAC Internship Description

Programme/Enterprise: Microfinance

Project/Unit: Client Service Unit

Number of Interns: 1

Duration: 3 months

Application Deadline: 13 October, 2018

Starting Date: 21 October, 2018

Location: Head Office, Dhaka

Working Hours: 9 am to 5 pm, Sunday to Thursday

Monthly Stipend: BDT 5,000

Programme/Enterprise Description:

Over the course of the last four decades, BRAC Microfinance has grown to become one of the largest providers of financial services to the poor, providing tools, which millions can use for the betterment of their lives. The microfinance programme is an essential component of BRAC's holistic approach to support livelihoods.

Unit Description:

Client Service Unit works as a bridge between the clients and the programme. It ensures the benchmark of financial services for the communities that Microfinance serves which differentiates BRAC from other Microfinance Institutions.

Purpose of Internship:

This internship will provide guidance to the intern and exposure of the working environment to those who are new to the field of development.

Intern's Responsibilities

1. Performance analysis of "CSAs (Customer Service Assistants) who are currently working as bKash Agent" and generate report on the findings
2. Analyze Microfinance-related services provided by other NGOs
3. Support team members in preparing new proposals/concept notes on the projects
4. Review existing project documents
5. Participate in meetings, trainings, etc. and take notes to prepare reports and/or meeting Minutes

Requirements

a) Educational Background

- Level: Bachelor's / Master's
- Subject: Business Studies / Economics / Statistics

b) Language Proficiency

Bangla

- Spoken: Advanced
- Written: Good

English

- Spoken: Good
- Written: Advanced