

BRAC Internship Description

Programme/Enterprise: BRAC Skills Development Programme (SDP)

Project/Unit: Communication and Material Development

Duration: 3 months

Application Deadline: 14 October 2018

Starting Date: 21 October 2018

Location: Head Office, Dhaka

Working Hours: 08.30am-05.00pm, Sunday-Thursday

Monthly Stipend: BDT 5,000

Programme/Enterprise Description:

BRAC, being the oldest and most experienced development organisation in the country, extended its support to fulfil a humongous task of creating skilled workers by initiating BRAC SDP to provide skills training to 400,000 people by 2020. In line with the National Skill Development Policy, with a focus on women and people from marginalized groups, SDP works to enhance employment opportunities through apprenticeships, institution-based training and enterprise development, focusing particularly on decent jobs in the growth sectors.

Project/Unit Description:

This unit is responsible for planning, producing, and managing all communication activities of SDP. It covers SDP's two main communication streams: Information communications that deals with SDP's relationship with stakeholders, donors, media, special audiences, social media and other audiences with whom the organisation regularly communicates and organisational communications that deals with the internal communication process among various programmes of the organisation, staff members in the head office and in the fields.

Purpose of Internship (including learning outcomes)

BRAC SDP offers internship opportunities to young aspirants who are interested to pursue a communication and material development career. This internship will provide an Intern with an excellent opportunity to interact closely with the world's largest organization and to gain first-hand exposure to broader developmental issues. BRAC SDP will involve the Intern in its ongoing projects, where s/he will be providing supervised programmatic inputs.

Intern's Responsibilities:

- a) Supporting to the development of the Communication Strategy and Action Plan
- b) Supporting to develop content for different Information Education and Communication (IEC) materials and communication channels and media to disseminate the knowledge and achievements of different initiatives of SDP
- c) Ensuring regularly updated stock of diverse stories (both in Bengali and English) and high quality photos of all projects, pilots and program events
- d) Providing support to the project teams as suggested by the Supervisor
- e) Ensuring that all materials and documents focus properly on SDP's cross-cutting themes

Requirements

a) Educational Background

- Level: Bachelor's / Master's (appeared)
- Subject: English / Mass Communications and Journalism / Political Science / Public Administration / Sociology / Anthropology / Gender and Development / Population Science / Peace & Conflict Studies / Development Studies / Economics

b) Language Proficiency

- Bangla
 - Spoken: High
 - Written: High
- English
 - Spoken: High
 - Written: High

c) Knowledge/Skills/Competencies:

- Excellent in operating Microsoft Office, Word Press, Social media
- Excellent written and verbal communication skills in English and Bangla
- Understanding on key development issues in the context of urban and rural Bangladesh
- Excellent team player with necessary analytical and organisational skills
- Ability to work under deadlines
- Willingness to travel outside Dhaka