

BRAC Internship Description

Programme/Enterprise: BRAC Skills Development Programme (BRAC SDP)

Project/Unit: Knowledge Management and Communications

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 Skills Development Policy, with a focus on women and people from marginalised 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 creating new knowledge by capturing people's experiences and work, sharing knowledge around the organisation and using those knowledge to best effect. It tries to find out what people know and taking steps to make that knowledge accessible throughout the programme. It does knowledge audit, map knowledge resources and flows and make tacit knowledge more explicit so that knowledge moves rapidly to where it is needed in structured or unstructured ways.

Purpose of Internship (including learning outcomes)

BRAC SDP offers internship opportunities to young aspirants who are interested to pursue a knowledge management career. This internship will provide an intern with an excellent opportunity to interact closely with the world's largest organisation 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) Documenting and capturing knowledge of different project processes and support in disseminating the lessons learned
- b) Sharing good practices to inform programme expansion and future collaborations
- c) Providing support to the project teams as suggested by the supervisor
- d) Ensuring all materials and documents focus properly on SDP's crosscutting 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