

BRAC Internship Description

Programme: BRAC International

Unit: Human Resource Division (HRD)

Duration: 3 Months

Application Deadline: 7 May 2019

Starting Date: 15 May 2019

Location: Head Office, Dhaka

Working Hours: 8.30 am – 5.00 pm, (Sunday – Thursday)

Monthly Stipend: BDT 5,000

Purpose of Internship

This internship is intended to give fresh graduates a practical, hands-on experience in the area of human resources. The intern will assist HRD personnel in various projects and will have the opportunity to see and learn the business realities of sustaining a mammoth development organisation in different countries. The intern will work exclusively with BRAC International on setting up new policies and practices for different countries. S/he will gain exposure to a range of HR activities and people from different countries. For graduates with an interest in the development sector and HR management, this may be a unique learning opportunity involving interaction with external and internal stakeholders and senior management.

Project/Unit Description

Human Resource Division, BRAC International provides support to BRAC International Head Office and all 10 operating countries in Asia and Africa.

Intern's Responsibilities

- a) Working with HRD to research best practices in some specific HR functions
- b) Assisting HRD in the recruitment process
- c) Working on specific projects, such as HR Enterprise Resource Planning
- d) Compiling training report on capacity development initiatives from different countries and providing support in organising trainings where necessary
- e) Facilitating operational delivery of general HR activities for countries in Africa and Asia.

Requirements

a) Educational Background

- Level: Bachelor's or Master's
- Subject: Management / HRM / Social Sciences with an interest/specialisation in HR from reputed universities in Bangladesh or abroad.

b) Language Proficiency

English

- Spoken / Written: Advanced

Bangla

- Spoken: Fluent
- Written: Basic

c) Knowledge/Skills/Competencies

- Ability to exercise tact and discretion to deal with a variety of highly confidential and sensitive issues
- Excellent interpersonal, communication and IT skills
- Good prioritisation skill and multitasking ability
- Interest in the development sector and exposure to multicultural perspectives