

## **BRAC Internship Opportunity – Details**

**Programme:** BRAC International

**Unit:** Human Resource Division (HRD)

**Duration:** 3 Months

**Application Deadline:** 18<sup>th</sup> June 2018

**Starting Date:** 23<sup>rd</sup> June 2019

**Location:** Head Office, Dhaka

**Working Hours:** 8:30am – 5.00pm, (Sunday – Thursday)

**Monthly Stipend:** BDT 5,000

### **Purpose of Internship**

This internship is intended to give fresh graduates 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. He/She 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 is a unique learning opportunity which combines interaction with external and internal stakeholders and senior management as well as possible field trips within BRAC's extensive operations in Bangladesh.

### **Project/Unit Description**

Human Resource Division, BRAC International operates separately from BRAC Bangladesh. It is independent and 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 in dealing with a variety of highly confidential and sensitive issues
- Excellent interpersonal, communication and IT skills
- Good prioritisation skill and multi tasking ability
- Interest in development sector and exposure to multicultural perspectives