

BRAC Internship Description

Programme/Enterprise: Legal and Compliance Department

Duration: 3 months

Application Deadline: 14 September 2019

Starting Date: 22 September 2019

Location: 13th floor, BRAC Head Office, Dhaka

Working Hours: 8.30am – 5.30pm (Sunday – Thursday)

Monthly Stipend: BDT 5,000

Programme/Enterprise Description

BRAC's Legal and Compliance Department (LCD) is focused on mitigating diverse legal issues and strengthening the legal interest of BRAC and all its entities. LCD's aim is to enhance the legal protection of BRAC's staff, Programmes/departments, property and reputation by legal environment towards good governance within the organisation and to comply with national/international standards. The tasks of the department include documentation review, litigation, providing legal opinions and processing Intellectual Property Rights among others.

Purpose of Internship (including learning outcomes)

The purpose of the internship is to provide effective support in accordance with the various requirements and needs of the department. This internship is intended to give fresh graduates a practical and hands-on experience in the legal sector of the number 1 NGO of the world. The tasks will prepare the intern to be spontaneous, mindful and innovative in performing the tasks of the organisation.

Intern's Responsibilities

The intern will be responsible for:

- conducting legal research and providing legal note as required
- providing efficient support to fulfill the objectives of the department
- assisting into prepare deliverables of the department and BRAC as required
- attending meetings and forums and provide adequate information to support the department

Requirements

a) Educational Background

Level: Minimum Qualification: LL.B Hons.

Subject: Law

b) Language Proficiency

Bangla

- Spoken: Fluent
- Written: Advanced

English

- Spoken: Fluent
- Written: Advanced

c) Knowledge/Skills/Competencies:

- Microsoft Office Suite
- Legal writing skills

d) Work/Volunteering Experience:

Experience of working in teams is an added advantage