

BRAC Internship Description

Programme/Enterprise: BRAC Skills Development Programme

Project/Unit: Knowledge Management & Communications

Duration: 3 months

Application Deadline: 28 March 2020

Starting Date: 5 April 2020

Location: 8th Floor, Kaderia Tower (opposite BRAC Centre)

Working Hours: Eight hours 8.30am – 5.00pm (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 achieve the huge task of creating skilled workers by initiating BRAC Skills Development Programme (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 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 that knowledge to best effect. It tries to find out what people know and take steps to make that knowledge accessible throughout the programme. It does knowledge audit, map knowledge resources and flows and makes tacit knowledge more explicit so that knowledge moves rapidly to where it is needed in structured¹ or unstructured² ways.

Purpose of Internship (including learning outcomes)

BRAC SDP is looking for someone with **strong writing and editing skills** to support the Knowledge Management and Communication unit. 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 she/he will be providing supervised programmatic inputs.

Intern's Responsibilities

Knowledge Management:

Documenting and capturing knowledge of different project processes and support in dissemination the lessons learned, sharing good practices to inform programme expansion and future collaborations.

¹ Documents, database, and spreadsheets are examples of structured knowledge, because data or information is organised in a particular way for future retrieval.

² E-mails, images, audio & video are examples of unstructured knowledge as the information they contain is not referenced for retrieval.

Communication:

Assist with developing of communication materials such as drafting case studies, success stories, or other related project documents.

Others:

- Provide support to the project teams as suggested by the Supervisor.
- Ensure that all materials and documents focus properly on SDP's crosscutting themes.

Requirements**a) Educational Background**

- Level: Bachelor's/Master's.. At least three first classes or CGPA of at least 3.00 from any reputed University.
- Subject: English Literature / Mass Communication and Journalism/ Political Science /Public Administration / Sociology / Anthropology / Gender and Development / Population Science/ Peace & Conflict Studies / Development Studies /Economics or any other Social Science.

b) Language Proficiency

Bangla

- Spoken: Fluent
- Written: Advanced

English

- Spoken: Fluent
- Written: Advanced

c) Knowledge/Skills/Competencies:

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

d) Work/Volunteering Experience: N/A