

BRAC Internship Description

Programme/Enterprise: Human Resource Division

Project/Unit: Internship Unit

Duration: 3 months

Application Deadline: 24 December 2022

Starting Date: 1 January 2023

Location: 20th floor, BRAC Centre, 75 Mohakhali Dhaka 1212

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

Monthly Stipend: BDT 5,000

Programme/Enterprise Description

Human Resource Division (HRD) is a strategic partner to BRAC's multifaceted programmes that establishes current trends of HR management and practices adopting a qualitative and strategic approach in managing its workforce. The driving forces of Human Resource Division are procedural justice, transparency, equality, and respect for diversity; free from discrimination and recognition of potentials-creating a long-lasting advantage for the organisation. With a purpose to use its skilled and highly skilled workforce effectively, BRAC fosters a culture of organised learning over a given period of time to provide and maximise the change in performance based on the idea that, Human Resources thrive well with knowledge, skills, and motivation of people, which grow better with age and experience-that no other resource can attain.

Project/Unit Description

In BRAC, Internship Unit creates learning opportunities for undergraduate/ fresh graduate students to gain experience through our different programmes. BRAC has Development Programmes, Support Programmes and BRAC Enterprises. Also, we have BRAC International and it operates in 11 different countries. Throughout the year we recruit interns for different programmes based on the need of Programme. Interns work for 3 months in a programme.

Purpose of Internship (including learning outcomes)

The purpose of this unit is looking for talented, motivated and enthusiastic graduates who are interested in pursuing a career in the development sector. The programme offers the opportunity for young talents to contribute their knowledge and expertise to add value to the organisation in different functional areas.

Through completion of this internship, the intern will gain knowledge on planning and implement project, documentation and learn how to recruit an intern.

Intern's Responsibilities

- Support to the overall project implementation team
- Bring creative ideas and energy to the position
- Assist in documentation of Interns personal data
- Assist in day-to-day operational activities of IU
- Assist in organising training sessions

- Make phone calls and send emails to candidates, and follow up on the commitments and decisions made

Requirements

a) Educational Background

- Level: Bachelor's Degree
- Subject: Bachelors in Business Administration
Concentration: Human resource management

b) Language Proficiency

Bangla

- Spoken: Fluent
- Written: Advanced

English

- Spoken: Fluent
- Written: Advanced

c) Knowledge/Skills/Competencies:

- Respectful to people
- Committing to the safeguarding policies of BRAC and exerting high levels of professionalism.
- IT skills (Advanced MS Word, PowerPoint, Excel, internet browsing skills)
- Familiarity with Google Docs and Google Drive
- Communication skills
- Analytical skills
- Understanding project plan and management

d) Work/Volunteering Experience: Participation in University Club/Organisation