

## **BRAC Internship Description**

**Programme/Enterprise:** Skills Development Programme

**Project/Unit:** Technology for Development Unit (T4D)

**Application Deadline:** 2 July 2022

**Starting Date:** 7 July 2022

**Duration:** 3 months

**Location:** 8<sup>th</sup> floor, Kaderia Tower (opposite BRAC Centre), Dhaka 1212

**Working Hours:** 8:30 am - 5:00 pm (Sunday – Thursday)

**Monthly Stipend:** BDT 5,000

**Supervisor's Name & Designation:** Md. Sahidur Rahman, Deputy Manager (Technology for Development)

**Supervisor's Email Address:** sahidur.rahman@brac.net

### **Programme/Enterprise Description**

BRAC [Skills Development Programme](#) (SDP) promotes inclusive markets for disadvantaged people to be empowered and realise their potential.

### **Project/Unit Description**

#### **Technology for Development**

The Technology for Development (T4D) team creates and deploys technology products that empower field staff with actionable insights and addresses labor market gaps. The team focuses on product development, business intelligence, and operations.

T4D builds products that decentralise the decision-making process and empowers field staff with actionable data and insight. All projects leverage TaroWorks and Salesforce for their field operations management. TaroWorks is the front-end app that is used to collect data and Salesforce is the platform on which the data analytics is conducted. Each project's data model is built based on the frontline field workers' daily workflow, which ensures that the operations management platform is owned and run by each projects' field operations team.

SDP is data-driven in its mission to get disadvantaged people into better jobs and promote an inclusive market. T4D mines data from the backend of every project to identify growth potential and efficiency gains within the Programme. This enables project managers to optimise their field operations and prioritise areas that require more development.

### **Purpose of Internship** (including learning outcomes)

The selected intern will work with the product development and business intelligence team.

Their outputs will be:

- Technical troubleshooting for field operation.
- Supporting the integration process for [www.somadhanhobe.com](http://www.somadhanhobe.com) website and ERP.
- Data intelligence support.

### **Intern's Responsibilities**

- Analysis BRAC SDPs existing data & develop a mechanism to identify the Analysis BRAC SDPs existing projects to build BI platform and to move into a digital information system.
- Support BRAC SDP in optimising its data model for its unified reporting requirement and integrate all project's data into a unified real-time dashboard as per the program log frame and annual operational plan.
- Data mining using state-of-the-art methods and visualising it according to the requirement of the program and the donor.
- Share the key insight from data analysis to BRAC SDP and other programs of BRAC to increase the operational efficiency of the program.
- Design, develop, test, implement and maintain predictive models and metrics utilising appropriate tools and techniques.
- Improve efficiency of the system by continuously collecting feedback from the users and troubleshooting.
- Support the team to plan and build staff capacity to use newly intervened systems by preparing training modules and organising training sessions.
- Apply machine learning skills to expand and support Skills Development Program in improving it's on the ground service delivery.
- Prepare documentations for the existing process and system.
  - Mandatory Safeguarding responsibilities for all BRAC employees
- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the program's goals on safeguarding implementation. Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment.
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.

## **Requirements:**

### **a) Educational Background:**

Level: Bachelor's Degree from any reputed University

Subject: Computer Science & Engineering / Electric and Electronics Engineering from any reputed University

### **b) Language Proficiency:**

Bangla

- Spoken: Fluent
- Written: Intermediate

English

- Spoken: Fluent
- Written: Advanced

### **c) Knowledge/Skills/Competencies:**

- Relational database experience with MSSQL, Oracle, or MySQL
- Skilled in basic programming languages such as C/Java/Python
- Strong analytical skills
- Familiarity with Tableau/Power BI will be an advantage
- Knowledge of ETL is appreciated but not required
- Strong interpersonal skills
- Ability to present ideas in a user-friendly language
- Highly self-motivated and directed.
- Keen attention to detail
- Dedication to work and problem solving attitude

